

Dryden Community Schools

3866 Rochester Rd, Dryden, MI 48428

Phone 810-796-2266

Administrator of Finance - 12 Month Position

Full or Part-Time Available

Position Summary:

The Administrator of Finance of Dryden Community Schools is responsible for the leadership and supervision of business functions and oversees compliance of food services across the district, the daily workflow of financial operations, and compliance with all State and Federal guidelines. This position supports the financial health and wellness of all departments throughout the district. Responsibilities also include leading the design, development, implementation, supervision and evaluation of district financial processes and measures. This position will collaborate and work in conjunction with the Business Office, Department of Food Services, Superintendent's Office, and other departments/building administrators.

Certification Requirements and Qualifications:

- Master's Degree in accounting, finance, business administration or related field (*preferred*)
- Significant coursework in accounting (*required*) and/or CPA (*preferred*)
- Five years of related experience (*preferred*); experience in a Michigan public school business office (*preferred*)
- Familiarity with the Michigan school accounting manual
- Computer proficiency, particularly in Microsoft Office (Excel, Power Point, Word, Access, etc.) and Google (Sheets, Slides, Docs, Forms, etc.)
- Earned or eligibility for MSBO CFO certification (*preferred*)
- Budget development and monitoring experience

Required Skills:

- Effective communication skills, both orally and in writing
- Good organizational and problem solving skills
- Self-directedness and initiative when given a variety of tasks and responsibilities
- Enthusiastic and takes initiative
- High degree of efficiency and accuracy
- Demonstrates ability to provide leadership that results in teamwork and collaborative working relationships
- Exhibits leadership in the ability to communicate a clear vision and to work cooperatively with colleagues to attain the vision
- Evidence of ability to establish working relationships that result in mutual respect
- Willingness to use problem solving skills to improve budgets and financial processes, possess a solution focused mindset
- Strong interpersonal and public relations skills
- High degree of flexibility and ability to work effectively in fast paced environment
- Fiscal responsibility with Student Activity Accounts
- Business office experience
- Experience with payroll, accounts receivable, food service, managing multiple employees

General Responsibilities: *Include but are not limited to the following:

- Advise Central Office Team and the Board of Education on Budget development and monitoring
- Advise the Board of Education, Superintendent, and Central Office Team relating to the business and financial affairs of the district
- Attend Board of Education meetings and Board committee meetings

- Complete accounting and financial reporting (local, state, federal), including audit preparation and oversight
- Develop and monitor procedures that ensure compliance with generally accepted accounting practices (GASB)
- Supervise and Evaluate Business Office Staff
- Recommend, interpret, and implement Board policies in areas of assigned responsibility
- Grant management and fiscal responsibilities
- Managing district's grants, bonds, millages, etc.

Department Specific Responsibilities: *Include but are not limited to the following;

ACCOUNTING/FINANCIAL MANAGEMENT

- Provide for the accounting of district funds in accordance with state and federal requirements, generally accepted accounting principles, and district policies
- Oversee cash flow planning; supervise the investment of idle funds; apply for state aid notes as needed
- Maintain fixed asset records
- Prepare and upload financial reports for local, intermediate, state and federal use where applicable (MEGS+, FID, etc.)
- Coordinate staff preparation and materials for the annual financial audit
- Establish and monitor cash handling procedures at all levels and within all programs
- Supervise the monitor credit card use and procedures
- Prepare and present tax levy documents, Board Budget Hearing, and monitoring of local taxable value changes

BUDGETING

- Develop and monitor department, program, and building budgets for the district's funds
- Develop and maintain appropriate systems for budgetary reporting, control, and amendment
- Prepare and present information for the annual Truth-in-Taxation and other required budget communications

HUMAN RESOURCES

- Serve as a team member and/or resource person for employee negotiations
- Directly manage staff in the business office
- Knowledge of payroll processes and timelines
- Experience with all employee benefits
- Experience with collective bargaining agreements and individual contracts

OFFICE OPERATIONS

- Develop and review district business forms and procedures
- Coordinate appropriate in-service training for the business office staff for implementation of new procedures

PURCHASING/SUPPLY MANAGEMENT

- Assist in the implementation of district policy for bidding and purchasing
- Maintain district involvement in cooperative purchasing plans when feasible

FOOD SERVICE OPERATIONS

- Supervise the financial reporting and compliance of the district's food service program
- Recommend lunch and food purchase pricing annually, or as needed
- Experience with food service operations and MDE guidelines

Compensation

Negotiable pay

Healthcare Benefit Package

Leave/Vacation Days

