



Genesee Intermediate
School District

Genesee Intermediate School District
Human Resources and Operations

Employee Job Description

Job Title:

Finance Director for Shared Business Services

Job Summary:

The Finance Director for Shared Business Services is responsible for the coordination, management and supervision of payroll, finance and business services in the assigned local school district(s). Works with the Regional Finance Director for Shared Business Services and Assistant Superintendent for Business Services to coordinate and manage day-to-day intermediate school district business management, financial services and projects.

Essential Duties (May include, but not limited to):

1. Responsible for the day-to-day coordination, management and supervision of payroll, finance, and business service functions in the assigned local school district(s).
2. Supervises, manages, evaluates and disciplines local district and GISD employees in the assigned area.
3. Works with the Regional Finance Director for Shared Business Services and Assistant Superintendent for Business Services to coordinate, manage and supervise GISD business office functions as assigned.
4. Manages the payroll and finance activities of the local school district(s), public school academy to ensure compliance with the guidelines of the Michigan Department of Education and the Michigan Public School Employees Retirement System (MPERS), local school district, public school academy or nonprofit(s) board policies and operating procedures.
5. Works with local school district superintendent(s), public school academy, or nonprofit chief executive office and, prepares financial reports and ensures that bills payable are accurate and submitted in accordance with district timelines.
6. May meet with the board of education and attend local school district board of education meetings if requested by the local school district superintendent(s).
7. Works with the local school district/public school academy/nonprofit auditor to ensure that the district audit is complete and presented to the board of education in accordance with board policy and Governmental Accounting Standards.
8. Responsible for the accurate completion and submission of all local, state and federal financial reports, including all grant funds received by the local school district and Michigan's Electronic Grant System.

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Essential Duties Continued:

9. Ensures that local school district grant funds are spent in accordance with grant guidelines and requirements.
10. Establishes business office procedures and processes for maintaining accurate records on cash flow analysis, investments, bank transfers, etc.
11. Evaluates and implements accounting practices that are in compliance with standard accounting procedures, the Michigan Department of Education requirements and the Government Accounting Standard Board (GASB).
12. Coordinates staff training on business application software and procedures with shared services business office team leaders.
13. Serves as an active member of the Genesee Area School Business Officials.
14. Represents the local school district(s) on local, state and national professional business organizations.
15. Coordinates technical assistance and training for the local school district/nonprofit business department personnel.
16. Works with business department staff to ensure compliance for electronic reporting to the Michigan Department of Education and the Center for Educational Performance and Information (CEPI), such as the Registry of Educational Personnel (REP), the Financial Information Database (FID), School Infrastructure Database (SID), Michigan Student Data System (MSDS) and the Educational Entity Master (EEM).
17. Prepares financial reports for the Medicaid Administrative Outreach Claims.
18. Works with local school district staff to ensure accurate reporting and use of state and federal flow through dollars and maintenance of effort requirements.
19. Works with local district staff/nonprofit entity staff to apply for and capture Universal Service Fund (USF) dollars.
20. Responsible for budget development and ongoing budget adjustments based on actual revenue received and expenses incurred to ensure an accurate end of the school year forecast.
21. Prepares statistical data for the budget development, salary/insurance cost projections, and contract negotiations.
22. May collect data, prepare financial analysis and conduct board presentations for financially distressed districts in accordance with state laws.
23. Prepares deficit elimination plan and required documents for deficit district(s) in accordance with state law.
24. Consistently models Win-Win leadership.

Other Duties:

1. Serves in special administrative assignments as designated by the superintendent.
2. May serve on technical support committees to upgrade hardware and support for business service applications.
3. May serve on local district and GISD contract negotiation teams.
4. Performs other related duties as assigned.

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Qualifications:

Education:

Bachelor's degree required in finance, accounting, business, management, human resources, educational administration or related field. Master's degree preferred. Approval as a certified public accountant preferred. Eligible for Chief School Business Official certification and maintain the Michigan Department of Education continuing education requirement.

Experience:

Minimum five years successful experience in the business office of a K-12 school district or combination of work experience in a K-12 administrative position and intermediate school district, industrial, business or financial management experience. Work experience as a K-12 public school business director preferred. Office management and computer technology experience required. Prefer experience with Schools Open software. Demonstrated ability to supervise and evaluate the work of others, prepare complex financial reports, work with auditors, solve complex problems and work in a variety of school business office situations required.

Skills/Other:

Experience in supervision and evaluation of staff. Ability to manage multiple projects and tasks at the same time. Excellent verbal, written, electronic and interpersonal communication skills. Ability to supervise and evaluate personnel. Possess organizational and management skills and be capable of working with and motivating others. Attends board and committee meetings as required. Ability to review, understand and interpret school law, audit reports and Michigan Department of Education reporting requirements. Ability to utilize district technology and work to maintain proficiency, as required skills sets change with technology and/or the needs of the district. Demonstrated ability to make presentations to groups. Punctuality and good attendance are requirements for the position. Ability to work a flexible workday, work week, and work year. Represents the district in a professional manner at all times. Works successfully as a member of the team. Demonstrate honesty, integrity, and professionalism at all times. Excellent customer service skills and the ability to maintain a calm, poised, and professional image at all times. Ability to exercise good judgment and make decisions in accordance with established district policies and procedures.

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Special Job Considerations:

Certification: Required

Type of Certification: Administrative/Eligible for Chief School Business Official continuing education requirement

Bargaining Unit: Unit

Salary Schedule: Administrative

Immediate Supervisor: Regional Shared-Time Director for Business Management Services

Supervision: Local District and GISD staff

Date: June 14, 2005; December 6, 2011; March 15, 2017, April 27, 2017; August 14, 2018; April 14, 2023; May 1, 2023

Approved: TLH:og

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