



Position Opening
GENERAL ANNOUNCEMENT
Executive Director of Business Services
Shared Services
Assigned to Hazel Park School District
Posted October 9, 2017

Job Title: Executive Director of Business Services assigned to Hazel Park Schools

FLSA Status: Exempt

Performance Area: Administration

Department: Shared Services

Supervisor Title: Executive Director of Shared Services

Position Summary: Direct and administer the Hazel Park School District's business services including, but not limited to, general accounting, grant accounting, accounts payable and receivable, payroll, budget, treasury, cash management, debt service management, risk management, audit, procurement and financial reporting functions assuring proper management of the District's financial resources, but excluding grant management, grant compliance, and grant monitoring. Administer any contracts with third parties to provide Food Services, Student Transportation and Facility Operations and Maintenance. Provide Business and Grant accounting related services. These responsibilities are performed as needed and as appropriate to the situation. Maintain communications with respect to financial matters with the Superintendent.

Essential Functions and Tasks:

- Provide the management of all accounting functions including accounts payable, accounts receivable, payroll, grant accounting, and general accounting operations.
- Provide management of all organizational treasury management functions including the maintenance of a long term cash flow forecast and cash flow financing activities. Provide Financial Services including but not limited to collection of revenues, financial administration for bond issue proceeds and debt service, sinking fund administration.
- Provide management of the District's budget development and management processes except the District shall be responsible for Grant Management, Grant Compliance, Grant Monitoring and for entering grant budgets onto the financial system.
- Provide management of the District's annual audits.
- Provide management, supervision and leadership to the Maintenance and Operations Department and for all capital construction.
- Provide management and/or administer any contracts with any third party providers of Food Services and Student Transportation.

- Develop and implement board policy and procedure relevant to the operations of the Business Office.
- Ensure compliance with relevant state and federal laws, except for Grant programs.
- Prepare all applicable non-Grant local, state, and federal reports in accordance with applicable requirements, including financial reports required.
- Provide staff with support, resources, information, and training as needed to carry out the priorities of the District and department.
- Collaborate with the legal counsel on the negotiation of Payment Plans with vendors and others who are owed payments by the District.
- Prepare, analyze, and provide financial information for administrative decision-making.
- Ensure the establishment and maintenance of appropriate internal controls and system processes.
- Provide for the administration of the District's risk management insurance program.
- Serve as the District's representative and/or liaison to constituent groups, professional organizations and community organizations regarding business services.
- Maintain up to date knowledge of current research, methodology, applicable best practices and relevant professional pronouncements.
- Lead the development and direct the implementation of strategic and/or financial and/or operational plans, projects, programs and systems that align with those of the District.
- Lead multiple projects and support/motivate effective teamwork to produce quality goods and services.
- Analyze and solve strategic and operational issues related to all business service functions and activities.
- Plan and/or administer the development, implementation and maintenance of standard operating procedures (SOP's) and technologies to comply with the District's requirements and improve operating quality and efficiency of the department.
- Promote and support the District's culture by reinforcing Board of Education goals, policies and procedures and the District's vision, mission and continuous improvement plan.
- Attend and, when requested, make presentations at Regular or Special Board Meetings, Executive Sessions, and Board Work Sessions.
- Provide assistance with other District financial operation matters and support as requested and mutually agreed upon in writing between Oakland Schools and the District during the term of the Intergovernmental Agreement (IGA).

Job Qualifications:

- Bachelor's degree in Accounting, Finance, or related field. Master's degree is preferred.
- Certified Public Accountant (CPA), Certified Management Accountant (CMA), Certified Financial Manager, and/or Michigan School Business Officials (MSBO) Chief Financial Officer Certification is preferred.
- Seven or more years of related experience including supervisory responsibilities, preferably as a Chief Business Official at a Michigan School District.
- Ability to properly operate required office equipment such as a personal computer, fax machine, copier and the like. Strong capabilities on Excel and excellent writing abilities are requirements of this position.

In addition to the qualification requirements set forth in this job description, the incumbent is also required to meet the "Key Work Competencies" expectations of Oakland Schools.

This job description is intended to describe the general nature and level of work being performed by a person assigned to this job. It is not to be construed as an exhaustive list of all job duties that may be performed by a person so classified. Incumbents may

be asked to perform additional duties as required by his/her supervisor.

Employment Terms:

Twelve month work year. Annual salary range of \$118,000 to \$128,000, The Executive Director of Business Services assigned to Hazel Park School District is a full time employee of Oakland Schools. Employees assigned to staff the Business Office at Hazel Park School District are employees of Oakland Schools' working pursuant to an Intergovernmental Agreement (IGA) between Hazel Park School District and Oakland Schools. The IGA is a long term arrangement which cannot be terminated by Hazel Park School District without 180 days' notice.

Application Deadline:

Letters of interest and resumes will be accepted until 4:00 pm, October 18, 2017 or until filled.

Apply To:

- **Go to:** <https://oakland.k12.mi.us/employment/job-postings/pages/default.aspx>
- **Click** "View all Open Positions in OHRC Districts"
- **Click** "Broken Down by District", **Click** "Oakland Schools"
- **Click** on Desired Position and on the "**Apply**" button in the upper right corner and follow prompts.

For questions regarding this position please contact Brandi Carmichael at 248.209.2412.

Oakland Schools does not discriminate on the basis of sex, race, color, national origin, religion, height, weight, marital status, sexual orientation (subject to the limits of applicable law), age, genetic information, or disability in its programs, services, activities or employment opportunities. Inquiries related to employment discrimination should be directed to the Assistant Superintendent of Human Resources, Personnel Management and Labor Relations at 248.209.2429. Title IX complaints should be directed to the Manager/Supervisor, Career Focused Education at 248.209.2160. For all other inquiries related to discrimination, contact the Executive Director of Legal Affairs at 248.209.2062. All complaints may be addressed to 2111 Pontiac Lake Road, Waterford, MI 48328-2736. For all other inquiries related to discrimination, contact the Executive Director of Legal Affairs at 248.209.2062. All complaints may be addressed to 2111 Pontiac Lake Road, Waterford, MI 48328-2736.

Before you submit your resume and letter of interest, please read the following important instructions/information:

- Please indicate in your letter of interest how you found out about this position opening and the title of the position you are applying for.
- If you are selected for a first round interview, Oakland Schools will contact you via telephone after the initial posting closing date. Resumes submitted on or prior to the initial posting closing date will be given first consideration.
- If you currently subscribe to a privacy manager telephone service, please be advised that this service may hinder Oakland Schools' ability to contact you for the purpose of scheduling an interview.