



OaklandSchools

February 11, 2019

GENERAL ANNOUNCEMENT: POSITION OPENING - REPOST

Director of Business Services assigned to Pontiac School District

WHO WE ARE:

Oakland Schools is a regional service agency that offers support services to school personnel that are best delivered regionally and provide cost, size and quality advantages to those we serve. Oakland Schools is an autonomous, tax-supported public school district governed by Michigan General School Laws and is one of 56 intermediate school districts (ISDs) established in Michigan in 1962.

Our organizational focus is centered on these central objectives:

- Increase student achievement
- Serve diverse needs of schools
- Decrease costs/increase efficiencies

SALARY DETAILS:

\$111,404 - \$127,382 / Exempt position / 12-month work year

WORK LOCATION:

Pontiac School District
O'Dell Nails Admin Bldg
47200 Woodward Ave.
Pontiac, MI 48342

IN THIS ROLE:

You will work as an integral team member in Business Services. The Director of Business Services is responsible for directing and overseeing administration of the Pontiac School District general accounting, grant and funded project accounting, accounts payable and receivables, payroll, budget, procurement, cash management, treasury and risk management, audit, financial reporting functions assuring proper management of the District's financial resources as well as providing contract administration for the outsourced Food Services and Student Transportation functions.

WHAT WE NEED:

We are seeking an energetic, collaborative team member who will maintain current knowledge of generally accepted governmental accounting principles and practices. Analyzes complex information to formulate strategic vision and develop action plans. Ability to compile, research, analyze, reconcile and resolve discrepancies and identify metrics, while using qualitative and quantitative data to assess performance and drive goals and decision making. Organized and effective with time management.

WHAT YOU NEED:

- Bachelor's Degree (Accounting, Finance or related field) Master's Degree (Accounting, Finance or related field) preferred
- 7 or more years of related experience
- Certified Public Accountant (CPA)
- Michigan School Business Officials (MSBO) Chief Financial Officer certification

WHAT WE PROVIDE:

\$111,404 - \$127,382 annual salary range

Oakland Schools offers company paid coverage for life insurance, short and long-term disability, well-being benefits and leave days. In addition, Oakland Schools offers comprehensive medical coverage or a cash in lieu benefit, dental, vision, additional life insurance, health savings account, flexible spending accounts, pet insurance, legal plan, college savings plans, tax-sheltered annuity (TSA) plans and the Office of Retirement Services retirement plans.

APPLICATION INSTRUCTIONS:

Letters of interest and resumes will be accepted until 4:30 p.m., February 20, 2019 OR until position is filled.

[CLICK HERE TO APPLY!](#)

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.

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.