

Department of Human Resources

13900 Granzon, Oak Park, MI 48237 | Telephone: 248-336-7704 | Fax: 248-592-7891



NOTICE OF VACANCY

POSITION: Chief Financial Officer

LOCATION: Administration Building

SCHEDULE: Full-year work schedule of 242 work days; Paid holidays (18 days) and vacation (4 weeks)

SALARY: \$130,000 - \$150,000

Comprehensive Benefits Package

POSTING DATE: February 6, 2026

DEADLINE: Until Filled

DESCRIPTION:

The Chief Financial Officer (C.F.O.) is a Superintendent's cabinet-level executive leadership position directly responsible to the Superintendent for the District's overall financial operations, including the development and maintenance of the annual budget and long-range financial planning. The C.F.O. has a central role in the District's planning and analysis of current programs, support systems, and expenditures aligned to the District's mission, vision, and goals.

The C.F.O. is instrumental in relationship building with directors, operational departments, and third-party partners to create a collaborative, high-functioning organization. The C.F.O. oversees the Business and Finance Department and provides strategic financial leadership that supports excellent outcomes for students while maintaining fiscal responsibility, compliance, and transparency.

Oak Park School District seeks a C.F.O. who is intrinsically motivated; committed to professional growth; demonstrates cultural competence; upholds honesty, integrity, and strong character; and brings initiative, rigor, and grit essential to executive leadership in the 21st century.

QUALIFICATIONS:

Required Education/Certification

- Bachelor's degree in Business Administration (Accounting/Finance)
- Master's degree or Certified Public Accountant (C.P.A.) preferred
- Possess or be eligible to obtain Michigan School Business Officials Chief Finance Officer Certification preferred
- Possess a high degree and history of honesty, integrity, and character

Preferred Experience

- Minimum of three (3) years of successful administrative and executive level leadership experience in a public education school district, with demonstrated knowledge of Michigan school finance, school law, and fiscal compliance requirements.
- Progressively responsible leadership experience beyond the minimum is strongly preferred.

AN EQUAL OPPORTUNITY EMPLOYER

The Oak Park School District is committed to equal employment opportunities in all aspects of employment, including recruitment, selection, training, promotion, and retention of staff. The Board is committed to maintaining a learning/working environment in which all individuals are treated with dignity and respect, free from discrimination and harassment. There will be no tolerance for discrimination or harassment on the basis of race, color, national origin, religion, sex, marital status, genetic information, disability, age, or any other illegal grounds.

- Demonstrated experience managing and monitoring local, state, and federal grants, including budgeting, compliance, reporting, and audit readiness.
- Demonstrated experience overseeing the development and submission of required State financial reports, including the Financial Information Database (FID) and Financial Statement Data
- Demonstrated experience coordinating and overseeing annual financial audits, including collaboration with external auditors and compliance with Single Audit requirements when applicable
- Experience developing and maintaining internal controls to support accurate financial reporting, regulatory compliance, and responsible stewardship of District resources
- Demonstrated experience with budget development, financial analysis, and long-range financial planning
- Experience supervising and evaluating finance and support staff
- Ability to manage multiple priorities, resolve problems, and address concerns in a timely and professional manner
- Experience in preparing financial presentations and effectively communicating financial information to administrators, public groups, and boards of education
- Experience managing bond programs and capital projects
- Knowledge and experience in the use of appropriate technology applications to support finance services and presentations
- Experience in supervising and evaluating employees
- Ability to resolve problems and address complaints
- Ability to draft presentations and effectively present information to administrators, public groups/community, and the board of education
- Demonstrated experience managing a bond and large capital projects from inception to completion

GENERAL DUTIES AND RESPONSIBILITIES:

- Responsible for budget development, administration, and long-range financial and facilities planning for the District
- Assist the Superintendent and staff in analyzing financial and educational issues and opportunities, and develop strategies to improve daily operations
- Prepare and oversee the preparation of District financial reports, ensuring that report formats meet all reporting requirements
- Oversee financial systems, payroll, purchasing, and reporting platforms to ensure efficiency, accuracy, and transparency
- Interpret and communicate financial issues of the District to the Superintendent and Cabinet
- Communicates with the Superintendent to guide the Board of Education with updates regarding the District finances
- Implement and maintain effective internal controls safeguarding District assets and

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resources

- Oversee cash flow management, fund balance strategy, short-term borrowing, and investment of District funds in compliance with Michigan law
- Develop and oversee the capital improvement plan for all school facilities, building construction projects, and all bond projects
- Provide strategic oversight of grant planning and administration to ensure compliant use of funds and alignment to District priorities in collaboration with the Assistant Superintendent of Teaching and Learning
- Lead multi-year financial forecasting and scenario modeling, including enrollment-driven revenue analysis
- Participate on the District bargaining team for all bargaining units and provide all financial analysis required for negotiations to the Assistant Superintendent of Human Resources
- Oversee procurement, contract management, and vendor compliance to ensure fiscal stewardship and cost effectiveness
- Prepare all bidding documents, tabulations, and reports in conjunction with the District Cabinet and Director of Operations
- Develop, mentor, and retain a high-performing Business and Finance team.
- Manage and evaluate all employees assigned to the Business and Finance Department
- Manage the District's risk management insurance programs
- Attend all board meetings and prepare reports for the Board of Education
- Participate in county and state organizations to stay abreast of school finance reform and other District-related issues
- Collaborate with Cabinet and the Director of Operations Officer to provide financial oversight and strategic guidance for multi-year bond opportunities and all capital projects
- All other assignments directed by the Superintendent

ESSENTIAL DUTIES

- Fiscally support the district in delivering programs that meet each student's educational needs.
- Adhere to all state and federal compliance laws as it relates to the Business and Finance Department.
- Communicate with colleagues and members of the school community in a manner consistent with Board policy and school expectations.
- Assist in planning, documenting, and managing materials and resources that are consistent with district expectations.
- Provide employee supervision that ensures safety (both physical and emotional) and sets high expectations for productivity and integrity.
- Demonstrate time management of multiple projects district-wide.
- Maintain a physical and emotional environment that is well-organized and focused on the District's mission, vision, and goals.

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APPLICATION METHOD

EXTERNAL CANDIDATES: All interested and qualified external applicants must complete an application and upload all necessary documents on the Oakland Schools Consortium website (please visit our Human Resources tab at: <https://www.oakparkschools.org/departments/human-resources/> to access the Oakland Schools Consortium website). All letters of interest, resumes, and applications must be received no later than the deadline listed or until the position is filled.

INTERNAL CANDIDATES ONLY: All interested and qualified internal applicants must submit a letter of interest and an updated resume to Aliya Fenderson, Executive Director of Human Resources at Aliya.Fenderson@opsk12.org. All letters of interest and resumes must be received by the listed deadline or until the position is filled.

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