

WAYNE-WESTLAND COMMUNITY SCHOOLS
36745 Marquette Street
Westland, MI 48185-3289

TITLE: Executive Director of Finance and Grant Management
REPORTS TO: CFO/COO
LOCATION: Board Office, Timothy J. Dyer Center
DATE: February 5, 2018
CLOSING DATE: February 19, 2018 or Until Filled

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned*

- Responsible for regular communication and reporting to the CFO/COO.
- Overall responsibility for school district fund accounting activities to include general, Federal and State grants, debt, food services, building and site, Act 18, student activities, long term debt and fixed assets.
- Overall responsibility for Business Office operations to include payroll, purchasing, accounts payable, grant accounting, student activity accounting, Act 18 accounting and financial accounting.
- Assist external auditors in the annual audit and financial report preparation.
- Assist with the investment of excess cash balances for all funds and manages cash flow projections and associated District borrowing.
- Assist in the development and revision of District operating budgets and long range financial planning.
- Assumes responsibility for the development and revision of accounting systems and procedures.
- Develop District operating and debt service millage rates.
- Prepare State, County, Federal and internal financial reports and analysis.
- Provide a system of internal audit and control for all school funds.
- Assumes responsibility for all Federal and State tax reporting.
- Responsible for providing regular training and communication to staff on matters related to school funding and expenditures.
- Responsible for ongoing communication with MDE field consultants.
- Responsible for determining Title allocations to buildings.
- Responsible for the maintenance and approving of various expenditures in the SMART

system.

- Responsible for working collaboratively with other departments throughout the planning, implementation and utilization of Federal and state funds.
- Monitors and maintains that individual schools and the district are spending its funds in accordance with the law.
- Monitors, maintains, advises and completes budget amendments.
- Responsible for completing the comparability report.
- Responsible for entering grants into the Michigan Education Grant System (MEGS+).
- Responsible for informing and maintaining district compliance with all State and Federal programs.
- Responsible for completing the Title I school selection application.
- Stays aware of current legislation and best practices in order to advise the District regarding Federal and State programs.
- Responsible for communication with private non-profit organizations.
- Responsible for providing technical assistance to all schools regarding allowable and unallowable expenses related to Federal and State funds.
- Responsible for other duties as assigned by supervisor.
- Regular and predictable attendance.

EDUCATION, QUALIFICATIONS AND EXPERIENCE:

- Must be eligible to work in the United States
- B.A. degree in Business or closely related field required
- Master's degree in Business or closely related field preferred
- CPA preferred
- A minimum of five (5) years directly related experience with at least two (2) years experience in a supervisory capacity preferred.

KNOWLEDGE, SKILLS AND ABILITIES:

- Demonstrate leadership in Business operations
- Understanding of current generally accepted accounting practices and procedures

PHYSICAL DEMANDS: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.*

While performing the duties of this job, the employee is frequently required to remain in a stationary position. The employee will frequently be required to move about the inside of the office area and the building. The employee may need to travel to different work locations. This

person communicates with other administrators, staff and the community and must be able to exchange accurate information in these situations.

WORK ENVIRONMENT: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.*

The noise level in the work environment is usually quiet. The employee is required to interact with other administrators, staff and occasionally with the public. At times, the employee may be directly responsible for the safety and well-being of students.

TERMS AND CONDITIONS OF EMPLOYMENT:

Compensation per the W-WCOA master agreement, the salary range for a Grade 16 position is \$95,029 - \$115,215.

EVALUATION:

Job performance is evaluated in accordance with District guidelines.

APPLICATION PROCEDURE:

Apply on line at [district website](#) or in person at the Human Resources Department.

The information contained in this job description is not an exhaustive list of duties performed for this position. Additional duties are performed by the individual currently holding this position and additional duties may be assigned. Job descriptions are not intended as and do not create employment contracts. The Wayne-Westland Community Schools is an Equal Opportunity Employer.