

Position: Director of Financial Services

Job Classification: Professional

Reports To: Associate Superintendent for Administrative Services

The Director of Financial Services directs the flow and oversees the on-going accounting, bookkeeping, and recordkeeping functions of the department. She/he also directly fulfills a wide range of business related tasks and ensures that all departmental work is accomplished according to established standards and applicable timelines.

Qualifications: The Director of Financial Services must possess a Bachelor's degree or better in accounting, business administration or a related field and have at least three years' successful experience as a supervisor of accounting or bookkeeping personnel. A working knowledge of Generally Accepted Accounting Principles, State School Accounting Manual, personal computers and spread sheets is also required. Possession of a Master's degree in accounting, business administration, finance or a related field is strongly preferred.

ESSENTIAL JOB FUNCTIONS:

1. Prepares and monitors annual District budgets and related amendments throughout the year.
2. Prepares final grant closeouts and reimbursement requests as determined by state or other grant providers.
3. Researches and prepares current issues and problem areas for area business managers and coordinates regular meetings of the business managers' association.
4. Provides direct assistance to auditors engaged in the examination of District books, accounts, business procedures, etc.
5. Provides consultation to local district personnel in matters pertaining to school accounting procedures, reporting requirements, etc. Remains current in Michigan school accounting procedures and principles.
6. Works with local districts in school accounting and reporting issues and suggests improvements in accounting systems and procedures.
7. Audits various local district reports for accuracy, resolves discrepancies and submits reports, as required, to the Michigan Department of Education.
8. Maintains local district SEV records and submits changes to the Michigan Department of Education.
9. Works closely with MAISD directors and consultants in federal project budgeting, accounting and bookkeeping, as well as in the preparation and monitoring of budgets for a range of grant applicants and awards.

10. Maintains accuracy of grant records throughout the grant periods. Works with consultants and directors to amend budgets as needed.
11. Assumes responsibility for investment transfers and transactions for the district.
12. Prepares periodic and end-of-year financial statements which accurately reflect the financial condition of the district.
13. Reviews and approves accounts receivable, bank reconciliations, monthly balances, journal entries and other critical accounting functions.
14. Oversees and coordinates the activities of the Senior Financial Services Specialist and the Financial Services Specialists.
15. Supervises the various accounting, bookkeeping and recordkeeping functions of the department, including but not necessarily limited to:
 - a. Payroll preparation
 - b. Accounts receivable
 - c. Accounts payable
 - d. Cash receipts
 - e. Inventory control
 - f. Bank statements
 - g. Journal entries
 - h. Purchasing
 - i. Fund transfers
 - j. Employee benefits
 - k. Computerized accounting and recordkeeping
16. Assists local business managers with specific problems/areas of need pertinent to their districts.
17. Conducts trainings for staff and local districts related to various accounting and cost management issues.
18. Complies with record retention guidelines as determined by the state.
19. Performs such other tasks and assumes such other responsibilities as may be assigned by the Associate Superintendent for Administrative Services.

Annual Salary = \$118,837

Expense Account = \$0

Reimbursed Expenses = \$0

Supplemental Compensation = \$1,750