

# FINANCIAL-BUSINESS MANAGER/CHIEF FINANCIAL OFFICER

**Organization:** Bloomingdale Public Schools

**Location:** Bloomingdale, MI

**Pay Range:** \$50,000 - \$80,000

## Summary:

This position is responsible for leading, planning and controlling the business affairs and financial management of the school district in accordance with generally accepted accounting principles and school district policy. This includes financial analysis, internal and external reporting, cash management, budgeting, financial accounting, financial forecasting, purchasing, contract administration, payroll and fringe benefits, capital projects accounting and bonding. This leadership position supervises business and any contracted business services including the food service program. Serves on the Superintendent's Cabinet.

## Position Responsibilities:

- Direct district fiscal functions and provide general administration of all business and accounting functions including internal controls.
- Prepare and monitor all district budgets using a collaborative approach, including long-range financial planning.
- Prepare and oversee the preparation of monthly district financial reports and ensure they meet all local, state, and federal requirements including timely submission.
- Effectively communicate and work with the Board of Education regarding financial reporting and other business and financial matters.
- Develop and implement systems aligned with the district strategic plan.
- Other duties as assigned by the Superintendent.

## Qualifications:

- The position requires knowledge normally acquired through a Bachelor's Degree (B.A.) from an accredited four-year college or institution in Accounting, Finance, or a related field.
- Three to seven years of related job experience or expertise in accounting or applied financial leadership is required. Previous experience in a school environment is preferred.
- A Certified Public Accountant (CPA) designation is preferred, but not required.
- Possess or willing to obtain the Michigan School Business Officials Chief Financial Officer Certification.

## Skills/Knowledge/Abilities (SKA) Required:

- Knowledge of software and operations of computerized financial accounting systems.
- Strong leadership, analytical and critical thinking skills.
- Broad knowledge of financial management, accounting, budgeting, forecasting, and investing.
- Excellent financial and business acumen, with the ability to quickly assimilate numbers and reports and provide well-reasoned, thoughtful, and succinct reports and recommendations.
- Excellent oral and written communication and human relations skills.
- Ability to organize integrated systems and processes; ability to analyze and solve complex problems.
- Ability to plan, supervise, review, and evaluate the work of business office staff, independent contractors, and other reports as assigned.
- Ability to meet all requirements necessary to satisfy state certification for the position.
- Knowledge of eFinance (preferred).

**To Apply Submit the following:** *Cover letter, resume, 3 letters of recommendation, and a list of 6 references (4 business & 2 personal) to Deanna Dobbins, Superintendent at [ddobbins@bdalecards.org](mailto:ddobbins@bdalecards.org) and Anita Manley [amanley@bdalecards.org](mailto:amanley@bdalecards.org)*

**Application Deadline:** *Monday, February 19 at noon.*

It is the policy of the Bloomingdale Public Schools District that no person shall be discriminated against in matters of employment or enrollment on the basis of race, color, national origin, gender/sex, sexual orientation, age, disability, height, weight or marital status in its programs, services or activities.