



VACANCY ANNOUNCEMENT CHIEF FINANCIAL OFFICER

Position Type:

Central Administration/Salaried

Date Posted:

September 9, 2022

Location:

Adrian Public Schools

Closing Date:

October 4, 2022

Compensation:

The salary for this position will be commensurate with the experience and qualifications of the selected candidate, within a range of \$85,000-\$105,000. A comprehensive benefits package will be included.

Summary:

Adrian Public Schools is seeking a qualified and experienced candidate to serve as Chief Financial Officer at Adrian Public Schools. Adrian Public Schools is a K-12 District of approximately 2,750 students south of Ann Arbor, MI and northwest of Toledo, OH. Come join an inclusive, student-focused, and unique school culture at Adrian Public Schools. The District includes 4 elementary schools, a 6th - 8th grade Springbrook Middle School, Adrian High School, Adrian Community Educational Center and Head Start.

The Chief Financial Officer at Adrian Public Schools is responsible for the overall financial operations of the District, including the development and maintenance of the annual budget and long-range financial projections. The Chief Financial Officer plans, supervises, and coordinates the operations of the business office. In addition to the CFO, the business office is staffed by an accountant overseeing payroll and benefits, a second accountant who oversees accounts payable, and an accounting assistant. Adrian Public Schools currently has a 20% fund balance and a settled teacher contract through 2024.

Projected Start Date:

April 1, 2023

Application Process:

Apply directly to Adrian Public Schools via the following link:

<https://www.applitrack.com/lisdus/onlineapp/jobpostings/view.asp?internaltransferform.Url=&choosedistrict=true&applitrackclient=37196&category=Administration%2FSalaried>

Questions:

Questions may be directed to John Silveri, Michigan Leadership Institute Regional President, at jsilverimli@gmail.com or (248) 420-9354.



POSITION DESCRIPTION – CHIEF FINANCIAL OFFICER

SUMMARY

Responsible for overall financial operations of the district, including development and maintenance of annual budget and long range financial projections. Plans, supervises and coordinates the operations of the business office and food service.

REPORTING RELATIONSHIP

The Chief Financial Officer reports to the Superintendent.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Responsible for budget development, administration and long range financial planning for the district.
2. Plan, develop, organize, implement, direct, and evaluate the district's fiscal function and performance.
3. Participates in the development of the district's plans and programs as a strategic partner
4. Enhance and/or develop, implement and enforce policies and procedures of the organization by way of systems that will improve the overall operation and effectiveness of the district.
5. Develops credibility for the finance group by providing timely and accurate analysis of budgets, financial reports and financial trends in order to assist the Superintendent and the Board in performing their responsibilities.
6. Establishes credibility throughout the organization and with the Board as an effective developer of solutions to business challenges.
7. Optimizes the handling of bank and deposit relationships and initiate appropriate strategies to enhance cash position.
8. Prepares resolutions for borrowing money and assures District has an adequate cash flow to meet expenses.
9. Prepares and submits tax resolutions for the Board. Ensures the timely transfer of funds from taxing authorities to the District. Monitors tax appeals and SEV adjustments.
10. Oversees bidding process and assures District meets legal requirements.
11. Analyzes and approves periodic capital equipment requests.
12. Provides technical financial advice and knowledge to others within the financial discipline.
13. Participates in continual improvement of the budgeting process through education of department/building administrators on financial issues impacting their budgets.
14. Responsible for the operations and direction of the custodial and maintenance department, food service department, pupil accounting, transportation department, business office including payroll, benefits, technology, accounts payable and accounts receivable.
15. Prepares and oversees the preparation of District financial reports. Ensures that report formats meet all State, local and in-District reporting requirements.
16. Acts as an advisor from the financial perspective on any contracts/negotiations into which the district may enter.
17. Participates with city, county and state organizations in staying abreast of school finance reform and other district-related issues.
18. Facilitates the Board of Education Finance Committee.
19. Serves as treasurer of the Board of Education.
20. Follows all Board policies, state laws and regulations.
21. Provide support to other positions as required.
22. Performs other duties as assigned.

SUPERVISORY RESPONSIBILITIES

Supervises the Food Service Director, Technology Director, Pupil Accounting Coordinator, Facilities Director, Accountant, and support staff assigned to the business office. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.

EDUCATION and/or EXPERIENCE:

1. Bachelor in Business – Accounting or Finance
2. MBA preferred.
3. Five (5) years experience in banking or finance, previous school finance experience preferred.
4. Six (6) semester hours of continuing education or 18 SB-C.E.U.'s within the last five (5) years.

CERTIFICATES, LICENSES, REGISTRATIONS

1. C.P.A., preferred.
2. State Chief School Business Official Certification, preferred.

LANGUAGE SKILLS

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to effectively present information to administrators, public groups/community, and Board of Education.

MATHEMATICAL SKILLS

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations. Ability to apply financial concepts such as compound interest, time value of money, tax rates and discounts.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

OTHER SKILLS and ABILITIES:

Ability to apply knowledge of current research and theory in specific field. Ability to apply public school accounting procedures and laws related to school finance. Ability to establish and maintain effective working relationships with students, staff and the school community. Ability to speak clearly and concisely both in oral and written communication. Ability to perform duties with awareness of all district requirements and Board of Education policies.

Knowledge, skill and ability in the use of e-mail, internet, power point, spreadsheets and word processing.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to walk. The employee is occasionally required to stand and reach with hands and arms. Specific vision abilities required by this job include close vision, distance vision. Some driving is necessary. Occasionally, yet essential to this position, the individual must meet deadlines with severe time constraints, interacting with the public and other workers. Occasionally the position requires the employee to work irregular or extended hours, direct responsibility for the safety, well-being or work output of other people and meet multiple demands from several people.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually very quiet.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.