

Three Rivers Community Schools  
[www.trschools.org](http://www.trschools.org)

**Rob Kuhlman, Interim Superintendent**  
**(269) 279-1100 – phone**  
**(269) 279-5584 – fax**

*Position: Director of Business Operations*

*Qualifications:*

- *Bachelor's Degree in Accounting, CPA designation desirable. A Master's Degree in Educational Administration, finance or related field is preferred, but not required.*
- *Possess or qualify for the Michigan School Business Officials Chief Financial Officer Certification.*
- *Minimum of five (5) years practical work in the accounting field; experience in school financial accounting desirable, including at least one year of experience in a supervisory capacity. Previous experience in union collective bargaining and labor relations is preferred.*
- *Experience with software and operations of computerized financial accounting systems. Knowledge of School Finance software is preferred.*
- *Excellent communication (oral, written and listening) and interpersonal relations skills.*
- *Ability to meet all requirements necessary to satisfy state certification for the position.*

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

- *Knowledge of accounting and financial principles, particularly those related to an educational institution.*
- *Knowledge of applicable financial and administrative technology and their application.*
- *Strong organizational and leadership skills.*
- *Excellent verbal and written communication skills.*
- *Ability to develop and monitor an organizational budget.*
- *Understand the primary goals of education and work closely with colleagues in promoting the best educational services the community can afford.*
- *Demonstrated ability to analyze data.*

*Performance Responsibilities:*

- *Supervises the management of the financial affairs of the school district.*
- *Supervise all accounting and payroll operations.*
- *Provide for annual appraisal of district buildings and movable equipment.*
- *Supervise the reporting of workers' compensation claims and unemployment claims.*

- *Organize, administer, coordinate, supervise and evaluate the business services necessary to support the education objectives of the District.*
- *Develop, in collaboration with the Superintendent, the current operational and projected long-range budgets necessary to meet the educational needs of the district.*
- *Responsible for administration of employee insurance plans.*
- *Responsible for reporting and compliance of the affordable care act.*
- *Ensure proper and adequate records are maintained so that all district funds are properly safeguarded, all property is accounted for, and accurate financial reports are available to the Superintendent and Board of Education.*
- *Conducts year-end audit and state reporting (FID) and all business related reports required for state and federal purposes.*
- *Supervise activity fund accounts which include execution of procedures to ensure proper receipts for monies received, the issuance of checks upon preparation of authorization, preparation of monthly reports of fund balances and annual reconciliation of each fund account.*
- *Manages the district's insurance programs; including property & casualty, liability, workers' compensation and unemployment.*
- *Collaborate with the curriculum department to develop and monitor the district's funding pertaining to State and Federal grants and other external funding programs.*
- *Provides leadership and oversight for the annual financial audit of the district.*
- *Assists with labor contract negotiations at the direction of the superintendent and provides necessary and pertinent financial data to the district negotiating team(s).*
- *Attends and provides financial reports at regular or special board meetings, board work sessions, and board committee meetings.*

*Salary Range:                   Up to \$90,000*