

## ***Assistant Director, Finance***

**Position Title:** Assistant Director, Finance

**FTE:** 1.0 (52 weeks, 40 hrs/week)

**Salary:** \$75,000 – 95,000

**Position Location:** Finance Department – Balas Building, 2555 S. State St. Ann Arbor, MI 48104

**Reporting Relationship:** Chief Financial Officer

### **QUALIFICATIONS:**

**The following is a list of qualifications for the position, any of which may be waived by the Board of Education in exercising its prerogative to determine qualifications.**

### **General Description:**

Supervise, train, monitor and complete all activities for budgeting, cash receipts, grant accounting and required reporting in a timely, accurate and accountable manner. Suggest changes and realignments that will increase efficiencies and productivity within the office structure to the Chief Financial Officer and implement where appropriate.

### **Education and Experience:**

- Bachelor's Degree required; concentration in Business, Finance, Accounting or related field preferred
- Master's Degree with a concentration in Business, Finance, Accounting, Education or related field preferred
- Certified Public Accountant preferred
- Three years' experience in public school district accounting, finance and/or grant administration
- MSBO CFO or BOM certification or commitment and eligibility to attain within two years of hire
- Demonstrated ability to manage department work flow with an emphasis on customer service and timeliness
- Experience and proficiency in Excel and Microsoft Word
- Experience with New World Systems preferred

### **Skills and Essential Qualities:**

- Organized, dependable, and able to handle confidential information with discretion
- Strong analytical and mathematical aptitude
- Effective writing, speaking and communication skills

### **Essential Duties and Responsibilities:**

- Ensure District procedures and internal controls align with Board policies and are appropriate for the safe guarding of assets
- Communicate finance procedures with District staff and monitor proper implementation
- Assist in the development of district budgets
- Monitor and supervise adherence by budget managers to the spending limits of individual schools and departments
- Develop reports used for financial analysis and report deviations from established targets, budget objectives and recommend corrective action
- Maintain chart of accounts in accordance with the Michigan Public School Accounting Manual (Bulletin 1022)
- Stays abreast of federal, state, local and district statutes, policies, regulations and procedures concerning grants
- Participate in grant planning meetings
- Coordinates the District's cash flow and ensures funds are available to satisfy cash disbursement obligations
- Settles inter-fund transactions
- Prepares monthly bank and investment reconciliations
- Manages online banking interfaces and controls and integrates financial management software where possible
- Maintains relations with banks to improve banking services, processes, fee structures and implement banking regulations
- Establishes petty cash funds within schools and departments; develops procedures and assists budget managers and office professionals of each petty cash fund
- Plans, performs and evaluates audits of department and school cash handling and petty cash compliance with legal and District rules and regulations
- Prepares wire transfer requests and instructions for semi-annual debt service payments
- Records journal entries
- Prepare and submit a variety of financial reports including, but not limited to: quarterly Medicaid financials, annual transportation expenditure report (SE-4094), annual special education actual cost report (SE-4096), annual indirect cost rate adjustments form (DS-4513), annual school bus inventory and annual Financial Information Database (FID) submissions
- Reconcile property tax revenue and state aid
- Assists CFO with year-end audit and preparation of financial statements
- Assists CFO as requested/needed
- Provides financial management software training to various users
- Assists with technology enhancements and updates to accounting software
- Performs other duties as assigned

***A successful candidate for this position has demonstrated the ability to:***

**LANGUAGE SKILLS:**

Read and interpret documents such as procedure manuals.  
Write routine reports and correspondence.  
Speak effectively before groups of people.  
Communicate clearly and concisely, both orally and in writing.

**MATHEMATICAL SKILLS:**

Calculate figures and amounts such as discounts, interest, commissions, proportions, and percentages  
Apply concepts of basic algebra

**REASONING ABILITY:**

Apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.  
Deal with problems involving several concrete variables in standardized situations.

**OTHER SKILLS and ABILITIES:**

Develop effective working relationships with co-workers and staff  
Perform duties with awareness of all district requirements and Board of Education policies.  
Operate standard office equipment.  
Must be punctual, dependable and work with accuracy.  
Maintain confidentiality of employee records.  
Perform outstanding customer service.

***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 is occasionally required to stand, walk, operate a computer and payroll stuffing machine, and reach with hands and arms. The employee must occasionally lift and/or move up to 10 pounds, such as payroll reports. Specific vision abilities required by this job include close vision and depth perception.

***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 this environment is usually quiet. Positions demands meeting deadlines with severe time constraints.

**METHOD OF APPLICATION:**

All applicants must complete the online application at [a2schools.org](http://a2schools.org) >> District Links >> Job Postings