

Title: Executive Director of Finance and Operations

Reports to: Superintendent

Salary Range: \$105,000 - \$115,000

Location: Benton Harbor Area Schools, Benton Harbor, Michigan

Job Summary: A candidate in this position will assist the Superintendent of Schools with the administration of business affairs of the school system, in such a way as to provide the best possible educational services with the financial resources available. This individual serves as overseer of the business operations of the school department.

Qualification Requirements: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.*

Education and/or Experience:

1. Master's degree and/or five or more years of successful financial management preferably in a school organization
2. Hold the Michigan School Business Administrator license
3. Excellent interpersonal and communication skills
4. Knowledge of Michigan purchasing laws and regulations pertaining to school finance
5. Alternatives to the above qualifications as the School Committee may find appropriate and acceptable

Essential duties and Responsibilities:

Financial:

1. Prepares school operating and capital budgets
2. Establishes and maintains all accounting internal controls over receipts and disbursements
3. Assists in the development of short- and long-range plans
4. Supervises the school department's financial journal entries
5. Supervises the reconciliation of all bank accounts maintained by the school department
6. Oversees internal and external auditing
7. Keeps Superintendent and School Board apprised of budget issues / anomalies that arise
8. Supervises the preparation and submission of other business/operations reports to state and federal agencies as required
9. Supervises the preparation and submission of all financial reports required by the Michigan Department of Treasury and serves as the liaison to the Department of Treasury for compliance with the Consent Agreement

Operations:

1. Monitors all capital expenditure projects
2. Represents the District in a variety of legal, contractual and other business matters
3. Negotiates and executes contracts and develops RFPs as necessary

4. Responsible for all student transportation, food services, security, custodial/maintenance services and other third party contractors
5. Responsible for technology infrastructure and services

Personnel:

1. Participates in the negotiations of union contracts
2. Negotiates contracts for non-union, non-certified personnel
3. Receives, reviews, and processes support staff requests for transfer in accordance with transfer policies and the needs of the district
4. Oversees the third party contracts for transportation, food services, security, and custodial/maintenance services
5. Supervises the staff of the business office and Director of Technology

Leadership and Administration:

1. Assumes any and all tasks as may be assigned by the Superintendent
2. Serves as the Records Access Officer for the school district
3. Attends all regularly scheduled School Board meetings and all other such meetings that the Superintendent may require
4. Acts as advisor to the Superintendent on all questions relating to the business and financial affairs of the school department

Online applications can be made at: www.bhas.org and click on employment

The Application packet needs to then be printed including cover letter, resume and three letters of reference and mailed to:

**Dr. Shelly Walker, Superintendent
636 Pipestone
Benton Harbor, MI 49022**

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.

While performing the duties of this job, the employee is regularly required to stand, walk, sit and talk. Specific vision abilities required by this job include close vision, distance vision and depth perception.

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 individual currently holding this position and additional duties may be assigned. Job descriptions are not intended as and do not create employment contracts. The organization maintains its status as an at-will employer. Employees can be terminated for any reason not prohibited by law.

WHY Benton Harbor Area Schools?

If you are interested in working in a small urban school district that is turning itself around, Benton Harbor Area Schools (BHAS) is the place for you. If you have a student loan this urban district will give you the opportunity to have that loan forgiven. If you have a heart for making a difference, this position will give you that opportunity as well.

With new leadership and new partnerships, the district has stabilized its finances, stopped the enrollment decline, and is seeing improvement in student achievement. A Consent Agreement with Michigan Department of Treasury brings added oversight and support to the district and its financial activities through a Financial Operating Plan that will be in place through 2036. A Partnership Agreement with Michigan Department of Education also brings added oversight and support to the district for its instructional programs and activities. The agreement, in place through June 2020, outlines goals and strategies to aggressively raise student achievement by 30% over the next three years. As a requirement to this agreement, the Superintendent of Schools has a three year contract to ensure consistency of leadership.

Enrollment was declining at an average of 200 students per year before 2015/16 and has remained stable for 2016/17 and 2017/18. The budget deficit was reduced by over 50% since 2015. Student achievement shows growth on state tests over the past year and more growth on NWEA testing done throughout the district. This small growth occurred with only 6 months of planned interventions in place. BHAS is expecting more growth when these interventions are in place for the entire academic year. A rigorous program using Positive Behavior Interventions and Supports is building safer and more orderly school environments in Benton Harbor.

With this kind of report card, the community is regaining confidence in its school district. The Partnership Agreement noted above has a number of community partners bringing resources to BHAS students – some of those partners are Lake Michigan College, Andrews University, Western Michigan University, Whirlpool Foundation, Lakeland Hospital, Riverwood Mental Health Clinic, and others.

Add all that to the beauty of Southwestern Michigan, sandy beaches of Lake Michigan, location on the I94 corridor, proximity to metropolitan areas like Kalamazoo, South Bend and Chicago and you have a perfect place to live, learn, work and play.