

- INTERNAL/EXTERNAL POSTING -

HARBOR SPRINGS PUBLIC SCHOOLS
800 State Road
Harbor Springs, Michigan 49740
Tel 231.526.4545 | Fax 231.526.4544
www.harborps.org

Notice of Vacancy

CHIEF FINANCIAL OFFICER

Minimum Qualifications

1. Bachelor's Degree with a major in Business/Accounting or related area
2. Five years of school finance experience or related
3. Candidates must have excellent analysis and communication skills and demonstrate an ability to work with faculty, staff, students, Board of Education, and outside community members
4. CFO certification by the Michigan School Business Officials (MSBO)
5. Knowledge of accounting and financial principles, particularly those related to an educational institution
6. Computer skills to include Microsoft Office Suite and applicable accounting software (School Finance)
7. Excellent organizational and interpersonal communication skills

Preferred Qualifications

1. Master's Degree in Educational Administration, finance or related field is preferred, but not required
2. CPA designation
3. Proficient in Optimal Solutions School Finance software

Performance Responsibilities

1. Manages the Business Department staff.
2. Coordinates and develops the budget planning and implementation process, including budget preparation, administration and control.
3. Oversees all financial and budgetary information for all operations/departments of the school district.
4. Exercises capability for adjusting, closing, and reversing year-end entries in order that year-end financial statements accurately and appropriately reflect District revenues and expenditures.
5. Develops a schedule for and conducts internal audits on accounts, accounting practices, and Business Department procedures as necessary.
6. Supervises the reporting of workers' compensation and unemployment claims.
7. Responsible for reporting and compliance of the Affordable Care Act.
8. Ensures 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.
9. Manages the district's insurance programs, including property and casualty, liability, worker's compensation and unemployment.
10. Supervises 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.

11. Responsible for the annual financial audit, coordinates preparation of necessary schedules and reports and serves as the District's liaison with audit staff.
12. Oversees the maintenance of the debt retirement accounts of the school district and recommends the annual debt retirement millage rate.
13. Responsible for all bank statement reconciliations, deposits and posting of receipts and journal entries to the general ledger.
14. Administers a comprehensive program of analysis, evaluation, planning and forecasting for all of the District's non-instructional operations.
15. Administers District elections.
16. Keeps the Superintendent and Board informed about all aspects of the operating condition of the District.
17. Monitors compliance regarding purchases through competitive bidding, informal quotations and negotiations.
18. Assists with labor contract negotiations at the direction of the Superintendent and provides necessary and pertinent financial data to the district negotiating team.
19. Attends and provides financial reports at regular or special board meetings, board work sessions, and board committee meetings.
20. Maintains the highest level of confidentiality.
21. Performs other duties as assigned by the Superintendent.

Salary Range

Commensurate with experience

Terms of Employment

Full-time, 12 months; benefits package

Application Process

Email cover letter, résumé, transcripts and certificates to Susan Jacobs, Interim Superintendent
sjacobs@harborps.org

Application Deadline

Wednesday, March 7, 2018 – 4:00 pm EST