



Office of the Superintendent
New Haven Community Schools
30375 Clark Street, P.O. Box 482000
New Haven, MI 48048-2000
Telephone: (586) 749-5123 FAX: (586) 749-6307

JOB DESCRIPTION:

Business Office Manager
NEW HAVEN COMMUNITY SCHOOLS

REPORTS TO: SUPERINTENDENT

DAYS/HOURS: Fulltime - 52week position
**Individual contract with Central Office Staff benefits package*

COMPENSATION: \$70,000 - \$75,000 based on experience

START DATE: January 8th

SUMMARY. The Business Office Manager shall serve as the chief financial officer of the district and is responsible for the overall financial operations of the school district, including development and maintenance of the annual budget and long-range financial projections. Member of the Superintendent's cabinet with a central role in school district planning and analysis of current programs, support systems and expenditures.

QUALIFICATIONS. Bachelor's Degree Required with emphasis in the area of accounting or finance; Master's Degree or CPA preferred, minimum five (5) years' experience in school business with strong background in budgeting, financial accounting, purchasing, investment practices and supervision of support personnel; strong background in establishing and supervising data processing systems and appropriate application to financial management and cost analysis; eligible for (or currently pursuing) state administrator certification as a chief school business official. Other qualifications to be determined by the Board of Education.

ESSENTIAL DUTIES & RESPONSIBILITIES

Accounting

Establish procedures for the control, safekeeping and accurate accounting of all monies under the control of the Board of Education (general fund, debt retirement fund, building and site funds, and other funds of the district including the internal activities of the individual schools, and make reports to the Superintendent on the condition of these funds.

- Responsible for the organization, maintenance, improvement and evaluation of all accounting procedures and records.
- Prescribe and administer appropriate finance and accounting records for use

It is the policy of the New Haven School District not to discriminate on the basis of race, color, religion, national origin or ancestry, gender, age, disability, height, weight or marital status in its programs, services, activities, or employment. Inquiries related to nondiscrimination policies should be directed to: Civil Rights Coordinator, Superintendent of Schools, New Haven Community Schools, Administration Building, 30375 Clark Street, PO Box 482000, New Haven, MI 48048. Nondiscrimination inquiries related to disability should be directed to: Section 504 Coordinator, Superintendent of Schools 586-749-5123.

in the school district, and keep the accounts of the district open to inspection and available according to law.

- Expedite collection of local taxes, federal, state and county receipts and reimbursements.
- Supervise the receiving, depositing and maintenance of records of tax collections, bonded indebtedness, building and site monies, resolving fund accounts, lunch monies and internal activities dollars.
- Supervise the preparation of warrants for payment of expenditures, present to the Board of Education, and prepare checks for vendors.
- Establish procedures for the review of all invoices to ascertain whether the goods have been delivered according to specifications and certify the bills for monthly payment.

Finance Planning

- Administer the financial affairs of the district, prepare and administer the annual budget, and supervise a program of budget control.
- Meet with administrators in evaluating programs in preparation of the budget.
- Develop procedures as may be required to assist the total staff in basic understanding of the budget.
- Develop budget presentations for the general public and meet with leaders of the community, as directed, to provide in-depth historic budget information and to maintain effective district community relations.
- Supervise the preparation of the Annual Financial Report including all funds.
- Supervise the preparation of other necessary reports including the school lunch, social security and retirement reports, as may be required by law.
- Supervise the preparation of monthly budget status reports and quarterly general financial reports.
- Develop cash flow projections interpret the need to borrow monies and make appropriate recommendations to the Superintendent and Board of Education.

Auditing

- Develop auditing practices involving pre-audit and internal auditing procedures in conjunction with the outside auditing firm, as approved by the Board of Education.
- Responsible to determine that prepared statements present fairly the financial position of the district.
- Develop procedures that insure propriety, legality and accuracy of financial transactions.
- Develop procedures that insure the proper recording of all financial transactions.
- Develop internal controls to insure protection of school funds.

Purchasing

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- Develop and administer a program for purchasing supplies and equipment.
- Develop specifications for needed supplies and equipment.
- Establish bid documents, request quotations or take bids, tabulate all such requests for presentation and approval.
- Develop purchasing forms, including requisitions, purchase orders, etc., which bring about accurate records for all purchases.
- Develop inventory and warehousing procedures for the proper receipt and distribution of all purchases.
- Represent the Superintendent of Schools in matters pertaining to leases, right of ways and easements.
- Assist in development of after-school use of buildings.

Supervision of District's Insurance Program

- Work with agents to determine the best possible insurance coverage for the district.
- Prepare bid documents.
- Interpret bid documents and present best coverage and cost agent to the Board of Education.
- Prepare district-wide appraisal of equipment and facilities for insurance valuations.
- Attend workshops and seminars by to keep abreast of the insurance business.
- Process insurance claims.

Supervisory Responsibilities

- Directly supervises employees in the Business Services Department.
- Carry out supervisory responsibilities in accordance with the organization's policies and applicable laws.

General

- Prepare specifications for the purchase of buses and other vehicles with Director of Transportation.
- Develop cost analysis of food program.
- Develop and maintain a systematic and safe site for all valuable documents, such as deeds, bonds, abstracts, contracts, agreements and building prints and specifications.
- Maintain the District vendor master file and associated W-9s.
- Actively engage in the Association of Business Officials, thus providing growth and expertise in the general business area.
- Provide consultation and advice to other employees in matters relating to their duties and responsibilities as it relates to financial matters.
- Perform such other tasks and assume such other responsibilities as may be assigned by the Superintendent of Schools.
- Develop data systems which provide current information regarding

quantities available, cost data and other information which will provide an efficient, economical purchasing procedure.

- Supervise all purchase procedures for the purpose of insuring open and competitive bidding in conformance with legal and Board policies.
- Develop/improve procedures for staff to obtain supplies and resources.
- Lead district representative in our use of data analytic software programming to support budget development and monitoring.

Food Services

- Develop procedures and formulate rules and regulations necessary to establish a food services program as authorized by the Board of Education.
- Assist the Director of Food Services in the financial management and compliance of the program for operation and auditing purposes.
- Investigate new programs and meet with vendors to provide nourishing and efficient operation of lunch program.

TERMS OF EMPLOYEMENT. This is a twelve (12) month, full-time exempt position. Complete compensation package including salary and fringe benefits is offered. Position begins on January 8, 2017.

DEADLINE: 11-22-17

APPLICATION PROCESS. Applications will be accepted until 3:00pm on Wednesday, November 22, 2017. All applicants must submit the following documents for consideration: (1) Letter of Interest, including a review of experience appropriate to the position; (2) Resume, including 3-5 references. References maybe called prior to conducting interviews; (3) Two (2) letters of recommendation; (4) University/College transcript(s); and (5) Copy of appropriate certificates. PLEASE SUBMIT AS ONE COMPLETE PDF FILE.

**Mr. Todd R. Robinson, Superintendent
New Haven Community Schools
30375 Clark St. PO Box 482000
New Haven, MI 48048-2000**

Electronic submissions to: newhavenhr@newhaven.misd.net

For questions, please contact Danielle Ratajczyk @ 586-749-5123