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VACANCY ANNOUNCEMENT

EXECUTIVE DIRECTOR OF BUSINESS AND FINANCE

- JOB GOAL:**
- A.** To serve as the Chief Financial Officer (C.F.O.) of Oak Park Schools.
 - B.** To assist and support the Superintendent of Schools in all non-instructional matters.
 - C.** Provide leadership to all facilities and operations functions, purchasing, transportation food service, payroll, accounting, budget and finance and human resources.
 - D.** To administer all Board policies and Administrative Regulations governing (1) the financial matters of the district, (2) plant maintenance and operations, (3) purchasing, (4) transportation, and (5) cafeteria operations.

QUALIFICATIONS:

1. Master's degree in Business Administration, Education or Public Administration.
2. Certified Public Accountant (CPA), Certified Management Accountant (CMA), or Certified Financial Manager, and Michigan School Business Officials (MSBO) Chief Financial Officer Certification is preferred.
3. At least five (5) years of increasingly successful school business experience in an executive leadership capacity in a K-12 district, I.S.D. environment or in a public/private organizations, preferably as a Chief Financial Officer.
4. Appropriate State of Michigan Administrative Certification.
5. Such alternatives to the above qualifications as the Superintendent of Schools may find appropriate and acceptable.

REPORTS TO: Superintendent of Schools

SUPERVISES:
The Director of Finance
The Director of Facilities and Operations
The Director of Transportation
The Director of Food Service
The Executive Assistant for Business & Finance

AN EQUAL OPPORTUNITY EMPLOYER

PERFORMANCE RESPONSIBILITIES:

1. Reviews and recommends Board policies and administrative procedures related to budgeting, accounting, student enrollment, maintenance, operations, investments, purchasing, transportation and cafeteria, in a manner that assures compliance with accounting regulations established by the State of Michigan and in a manner that maintains and enhances the financial integrity of the district.
2. Provides leadership and supervises the development of the annual General Fund Budget, the Debt Retirement Fund, Capital Improvements Fund(s), Food Service Fund, and Student Activity Funds in a fiscally responsible manner with increased efficiencies.
3. Prepares, analyzes and provides financial information for administrative decision-making.
4. Ensures the establishment and maintenance of appropriate internal controls and system processes.
5. With the assistance and support of the Superintendent's cabinet (Curriculum Team and Specialized Student Services), annually develops and presents fiscal year forecasts of the District's General Fund.
6. Supervises the following areas of responsibility.
 - a) Building & Grounds/Operations maintenance program.
 - b) Purchase of operating supplies, purchased services, and equipment for the district.
 - c) Transportation services.
 - d) School Breakfast, Lunch, and Dinner programs
 - e) Business Office
7. Serves as a member of the Executive Staff and as a member of the Superintendent's cabinet.
8. Administers the district's risk management program.
9. Provides leadership and oversight for the annual financial audit of district funds.
10. Provides leadership and oversight of a property inventory system and provides required reports to insurance carriers and others.
11. Provides leadership and oversight with new bond opportunities and with refinancing existing bonded indebtedness.
12. Participates in labor contract negotiations at the direction of the Superintendent of Schools and provides necessary and pertinent financial data to the Board of Education team(s).
13. Serves as a representative and/or liaison to constituent groups, professional organizations and community organizations regarding business services.
14. Serves as the Freedom of Information (FOIA) Officer of the District.
15. Prepares materials and attends the meetings of the Board of Education.

16. Leads multiple projects and supports/motivates effective teamwork to produce quality services and work product.
17. Leads the development and directs the implementation of strategic and/or financial and/or operational plans, projects, programs and systems that align with those of the district's strategic plan.
18. Analyzes and solves strategic and operational issues related to all business affairs functions and activities.
19. Promotes and supports the District's culture by reinforcing Board of Education goals, policies and procedures and the District's strategic plan.
20. Attends and, when requested, makes presentations at Regular or Special Board Meetings, Executive Sessions, and Board Work Sessions.
21. Performs other duties as assigned by the Superintendent of Schools.

INTERNAL/EXTERNAL POSTING

START DATE: No later than July 1, 2018

COMPENSATION: Commensurate with experience and competitive benefit package

APPLICATION METHOD: All interested and qualified applicants must apply by clicking on the "job postings" link at the very top of our districts website, www.oakparkschools.org. You will have to activate your application first, and then apply to positions for which you are qualified. Please upload cover letter, resume, and certifications if applicable. **Application deadline: Friday, March 16, 2018 by 4:00 p.m.**

The Oak Park School District is an equal opportunity employer and complies with all laws prohibiting discrimination on the basis of race, color, age, sex national origin, religion, citizenship, handicap, height, weight, marital status. 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 maybe performed by the individuals currently holding this position and additional duties may be assigned. 12-12-17

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