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# Oak Park School District

ADMINISTRATION BUILDING: 13900 GRANZON • OAK PARK, MICHIGAN 48237-2799  
TELEPHONE: (248) 336-7700 • TELEFAX (248) 336-7738

**DIVISION OF BUSINESS AND FINANCE  
DIVISION OF HUMAN RESOURCES**

## **VACANCY ANNOUNCEMENT FINANCE DIRECTOR**

The Oak Park School District has an opening for a Finance Director. This is a twelve (12) month non-bargaining unit position.

This position reports to the Executive Director of Business and Finance.

### **QUALIFICATIONS:**

- Accountant/CPA with a minimum of two (2) years of supervisory experience, Master's degree preferred.
- Minimum of five (5) years school business experience or related field.
- Demonstrated effective administrative and leadership skills.
- Ability to communicate with all levels of school personnel.
- Ability to analyze accounting data and make necessary adjustments.
- Experience with Excel spreadsheet software.
- Alternatives to the stated qualifications as the District may find appropriate and acceptable may be proposed.
- MSBO Business Office Manager Certification. May be obtained after employment.

### **DUTIES AND RESPONSIBILITIES:**

- State reporting including FID (Financial Information Database).
- Oversee and monitor the financial condition of funded projects.
- Monitor expenditures throughout the year to ensure adherence to adopted budget.
- Monitor system payroll postings for accuracy.
- Prepare monthly reports and distribute to budget directors.
- Assist the Executive Director of Business and Finance in establishing methods and procedures for the efficient and effective operation of the Business Office according to standard accounting practices and procedures.
- Prepare monthly bank reconciliation's
- Review and approve all purchase orders and fund transfers throughout the district.
- Maintain account code structure in accordance with Bulletin 1022.
- Ensure proper recording of financial transactions and the integrity of the school accounting records.
- Supervise business office staff.
- Assist with audit schedules and inquiries.
- Create and post necessary journal entries.
- Classify and record all cash receipts.
- Perform other duties as assigned.

### **Essential functions, include, but are not limited to:**

- Establish and maintain cooperative and effective working relations with others.
  - The ability to work independently.
  - Report to The ability to handle elevated stress and noise levels
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- Work on a punctual, and reliable basis, with a physical presence on site at the school.

### **AN EQUAL OPPORTUNITY EMPLOYER**

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.

- Physical activity with students, including frequent bending, kneeling, standing for long periods, occasionally lifting or moving objects up to 20 pounds.
- Demonstrate preparation and skill in working with students from diverse cultural, economic and ability backgrounds.

**The nature of this position requires the employee's duties to shift based on the students' specific needs. A job description is subject to change and is not intended to be all inclusive.**

**SALARY RANGE: *TBD based upon education and experience.***

All who are interested may apply to the position on-line at: [www.oakparkschools.org](http://www.oakparkschools.org) to complete the administrative application and upload all necessary documents. **All letters of interest and / or resumes can be mailed to: Doreen Ostrolencki Director of Business and Finance and received until position has been filled.**

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