

**Board of Education:**

*Misty Patterson., President  
Menachem Hojda, Vice President  
Mildred Warren, Secretary  
Maxine Gutfreund, Treasurer  
Claudette Lunkins, Trustee  
Marie Reynolds, Trustee  
Albert A. Smith, Trustee*

# 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  
DEPARTMENT 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
- work on a punctual, and reliable basis, with a physical presence on site at the school.

**AN EQUAL OPPORTUNITY EMPLOYER**

- 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.

This position is part of the Oak Park Education Association Bargaining unit.

**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.**

**AN EQUAL OPPORTUNITY EMPLOYER**