



ADMINISTRATIVE EMPLOYMENT OPPORTUNITY

POSITION: Chief Finance and Operations Officer

THE COMMUNITY:

Plymouth–Canton Community Schools is Michigan’s fourth largest school district, serving the communities of Plymouth, Plymouth Township and parts of Canton Township, Northville Township, Salem Township and Superior Township. P-CCS is a growing school district located between Detroit and Ann Arbor.

While Plymouth–Canton Community Schools has buildings located throughout its 54-square-mile boundary, the Board of Education office is located in the community of Plymouth, which is renowned for its historic charm and scenic beauty. Plymouth has a thriving downtown with fine restaurants, distinctive shops and a multitude of recreational opportunities.

THE SCHOOL DISTRICT:

There are over 17,500 students enrolled in the 23 schools that make up the P-CCS. The district is comprised of 14 elementary schools (grades K-5), five middle schools (grades 6-8), three high schools (grades 9-12), and an alternative high school. The high schools are uniquely located on one site known as the Plymouth-Canton Educational Park, which serves more than 6,000 students. The community holds high expectations for student performance. Plymouth-Canton’s student achievement levels far exceed local, state and national norms on standardized tests.

JOB GOAL:

Responsible for ensuring that financial management functions and activities are operated in a legal and efficient manner to provide maximum support and contribution to the instructional program of the School District, and providing direction and leadership for Finance Services. Direct and manage the support operations of the district including, maintenance, transportation, food service, grounds, custodial, capital planning, bond implementation and construction management. This person will be an influential contributing partner on the District’s CORE and Cabinet Teams providing strategic planning and leadership of the financial, operational and capital improvement project functions of the District.

QUALIFICATIONS:

1. Minimum of a Bachelor’s degree in Accounting, Master’s degree in Business, or similar Master’s Degree or CPA. CPA preferred.
2. Minimum of five (5) years’ experience in School and/or Business Administration and Operations.
3. Michigan School Business Official Certification or equivalent. MSBO CFO Certification Preferred.
4. Experience/knowledge in the following areas: fund investment, bond issues, school construction, public school finance, governmental accounting systems, arbitrage reporting, rental of facilities, health/life/LTD/dental/vision evaluations, cell tower management, compliance with GASB, SAS, A133, union negotiations, vendor contract negotiations, non-profits, real estate transactions, state required cash flow reports & financial statement requirements, purchase of utilities and all state food services rules/requirements.
5. Demonstrated leadership abilities.
6. Demonstrated skills in staff supervision.
7. Ability to work with staff and citizens in committee contexts.

REPORTS TO: Superintendent of Schools

RESPONSIBILITIES:

1. Assumes overall responsibility for organization, operation and evaluation of the district business/finance and operation functions.
2. Provides direction and support in purchasing to administration.
3. Responsible for contract management.
4. Responsible for District annual financial budget report and any reports required by the State of Michigan, Board of Education and the Superintendent of Schools.
5. Assumes overall responsibility for the effective reporting of all district financial transactions and compliance to all regulations.
6. Attends Board of Education meetings and serves as a member of the Superintendent's Core Leadership Team.
7. Oversees District investments to the financial benefit of the District.
8. Oversees Debt Service and Special Fund Management.
9. Administers Liability Insurance Management.
10. Responsible for the school assessments, tax levies and collections, and Board policies/administrative procedures.
11. Prepares projections to facilitate fund balance analysis.
12. Assumes the responsibility for communication and interpretation of financial and operational information to District, Board, Finance and Operations Committee, public and media.
13. Performs such other tasks and assume such other responsibilities as may be assigned by the Superintendent of Schools or his/her designee.
14. Oversees all Operational Functions of the District including Food Service, Transportation, Facilities, Custodial, Maintenance and Grounds.
15. Work with the district personnel in projecting student enrollment, staffing needs, building and facilities' needs, energy needs, capital equipment needs, and other cost items for district and individual school improvement.
16. Supervise and evaluate the performance of the Executive Director of Finance & Accounting (CPA), Director of Operations and Director of Food Service and Procurement.
17. Provides strategic planning and financial management of all capital improvement projects completed and currently in process.
18. Responsible for all bond implementation decision-making, accounting and bond accounts payable. Responsible for all financial decisions related to bond revenue, expenditures, investment and legal obligations. Also responsible for determining tax rates by monitoring assumptions built into the bond financing proposals.

This description is intended to describe the essential job functions, the general supplemental functions and the essential requirements for the performance of this job. It is not an exhaustive list of all duties, responsibilities and requirements of a person so classified. Other functions may be assigned and the Superintendent retains the right to add or change the duties at any time.

BEGINNING DATE: July 1, 2018

SALARY RANGE & BENEFIT OVERVIEW:

Salary Range: \$135,00.00 - \$162,500.00

This is a 52-week non-affiliated position that includes a comprehensive fringe benefit package. Full year salary will be prorated to start date.

METHOD OF APPLICATION: Two Step Process

Step 1 - Complete the on-line https://hr-applications.pccsk12.com/Job_List.aspx
Click on NEW ACCOUNT to start a new application.

Complete all sections of the online application including the Administrator Supplemental section, and upload the following documents in the File Upload section:

- Resume
- Cover Letter (attach in resume section) Address letter to Dr. Liz Vartanian-Gibbs
- Three letters of recommendation
- Copies of official transcripts for all degrees earned
- Copy of MSBO certification, if applicable

Please note that documents uploaded to your online application will need to be one of the following file formats: .jpg, .tif, .doc, .pdf, or .gif. Files should be no larger than 8.5" x 11" scanned in black and white or 256 grayscale. Because all required documents are attached to the online application, it is not necessary to submit paperwork to our office.

Step 2 - Apply for the position

From the main page of the your online application in the 'Available Jobs' section, find the job code for the position you are interested in and click 'APPLY' on the left-hand side of the page. The job will then appear at the top of the page in the 'Jobs You Have Applied For' section.

OTHER:

Upon recommendation for employment, Section 1230g, as amended, of the Revised School Code requires all school employees to be electronically finger printed for the purpose of undergoing a criminal history background check. The fingerprinting is conducted by a third party and is at the expense of the applicant. Cost for fingerprinting is approximately \$70.00.

DEADLINE FOR APPLICATION:

Posting will remain open until filled.
Application review will begin on March 26, 2018

Dr. Liz Vartanian-Gibbs
Assistant Superintendent of Human Resources

Questions, contact Jamie Senkbeil
Employment Coordinator/Human Resources
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