



**JOB FULFILLMENT TIMELINE:**  
**Initial Interviews:** July 22, 2024  
**Final Round Interviews:** July 25, 2024  
**Start Date:** TBD following final interviews

**All Applicants must submit cover letter and resume through Oakland Schools Hiring Consortium**

**Link to Posting:** [Oakland County Human Resource Consortium](#)

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<b>JOB TITLE:</b>	Assistant Superintendent for Business Services
<b>DEPARTMENT:</b>	Business Services
<b>REPORTS TO:</b>	Superintendent
<b>SALARY:</b>	Grade 14 (\$120,000-\$152,013)
<b>SUPERVISES:</b>	Finance, Transportation, Facilities, Pupil Accounting, Security and IT
<b>WORK YEAR:</b>	52 Week

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**SUMMARY:** The Assistant Superintendent for Business Services will develop, direct, coordinate, manage and provide leadership for business operations and other services within the district.

**EDUCATION and/or EXPERIENCE:**

- Bachelor's Degree or higher
- Minimum of five (5) years of administrative experience in Business Services, preferably in a K-12 setting
- Possess or be eligible to receive a Chief Financial Officer Certification through MSBO
- Demonstrated abilities in the organization and supervision of business services;
- Demonstrated skills in administration, policy, program development, and fiscal management;
- Excellent communication and organizational skills required;
- Alternatives to the above qualifications as deemed appropriate by the Board of Education

**QUALIFICATIONS:**

1. Ability to work collaboratively within the school community
2. Management and problem solving skills
3. Ability to communicate and interact effectively with a variety of audiences in both written and oral format
4. Ability to interpret, analyze and use data
5. Knowledge of best practices for K-12 Business Services
6. Ability to develop and maintain responsible budgeting
7. Oversee and provide leadership and supervision to department level supervisors/directors in finance, food service, transportation, facilities, pupil accounting, security and information technology.

**PERFORMANCE RESPONSIBILITIES:**

1. Member of the Superintendent's cabinet, providing information to all questions relating to financial and business operations of the district.
2. Advises the Superintendent, Board of Education and other key stakeholders on all matters relating to the financial operations of the district.

3. Attends all regular meetings of the Board of Education and others when requested.
4. Key leader in community engagement to interpret and communicate pertinent financial information.
5. Leads the budget development and oversight process and long-range financial planning of the district.
6. Responsible for management of debt services, capital projects funds, community education funds and sinking funds.
7. Manages the investment of school district funds, including but not limited to, general fund, debt service funds and sinking fund.
8. Works with other government units to assure timely collection of tax money.
9. Project cash needs and ensure appropriate means are in place to have adequate cash to meet district obligations.
10. Invest funds to maximize earnings within board policy and state laws.
11. Coordinate with the Accounting Supervisor to complete federal and state reporting to ensure timely submissions.
12. Ensure proper internal controls are in place to safeguard district funds.
13. Coordinate with the Accounting Supervisor and Payroll Specialist to supervise federal and state grant budgets and ensure timely requests of grant funds.
14. Participate with state school business official groups.
15. Serve as a member of the district negotiation team.
16. Assists with the recruitment, hiring, training and evaluating all business office personnel.
17. Provide support to the Accounting and Payroll Specialist to ensure smooth payroll processing.
18. Oversee all purchasing. Prepare and execute bids and quotes.
19. Direct accounts payable and receivable. Maintain good relations with vendors and suppliers.
20. Oversee the food service program in conjunction with the Director of Dining Services.
21. Oversee the custodial contract manager and Facilities Director to ensure all facilities and grounds are clean, safe and well-maintained. Be accessible at all times in case of emergency.
22. Work with the Transportation Director to implement an efficient, timely, and well-maintained transportation department and fleet.
23. Oversees building rental policies and procedures in conjunction with the Athletic Department.
24. In conjunction with the Executive Director of Human Resources, collaborate with the benefits consultants to design and implement employee benefit programs.
25. Direct preparation of required information for annual district financial audit.
26. Oversee building and site projects including legal requirements, contracts, construction, purchase and sale of property. Visit job sites as needed.
27. Analyze insurance coverage to ensure proper balance between the district's risk and insurance program, including workers compensation claims.
28. Additional responsibilities as assigned by the Superintendent.