



## Notice of Vacancy

### **NORTHWEST COMMUNITY SCHOOLS**

6900 Rives Junction Road


Jackson, Michigan 49201

517-817-4700

**Fax** 517-569-2395

**March 22, 2021**

- Position:** Director of Business & Finance  
Central Administration Office
- Starting Date:** May 1, 2021 (approximately)
- Qualifications:** Please see attached job description and qualifications.
- Salary:** Salary, fringe benefits, and working conditions to be determined by the Board of Education. Salary and fringe benefits will be based on education and school finance experience.
- 12-month position
- Application Deadline:** Friday, April 2, 2021, or until filled
- Send cover letter and resume by first class mail, email, or fax to:
- Cindy Devereaux – Central Administration Office  
6900 Rives Junction Road  
Jackson, Michigan 49201  
Email: [Cindy.Devereaux@nwschools.org](mailto:Cindy.Devereaux@nwschools.org)  
Fax: 517-569-2395



---

Geoff Bontrager, Ed.S. - Superintendent

# Northwest Community Schools

## Job Description

**TITLE:** Director of Business & Finance  
**REPORTS TO:** Superintendent

### QUALIFICATIONS

1. Minimum Education/Certification: Bachelor's Degree (Master's Degree Preferred), major in Accounting, Business, or Finance.
2. Special Knowledge/Skills: MS Excel, Word, PowerPoint, and Google.
3. Advanced technical knowledge of school finance/accounting, budgeting, accounting systems, and economics.
4. Ability to process, manage, and coordinate diverse district functions through others.
5. Working knowledge of data processing systems and financial applications.
6. Excellent communication skills desired.
7. Minimum Experience: Three years of school accounting experience.
8. Knowledge of social security, worker's compensation, and unemployment rules and regulations.
9. Knowledge of federal and state tax regulations. Familiarity with state and federal report forms and ability to generate necessary information to complete these forms.
10. Knowledge of and ability to communicate to employees, information about benefits (dental, medical, life, disability insurance, flexible spending plan program, annuities, etc.).
11. Understanding of bank procedures, investments (CDs, treasury notes, school bonds/bonding etc.), checking accounts, and collateral.
12. Excellent at detail work; accuracy is a must.
13. Ability to keep proper records of all expenditures, receipts and investment accounts, and to follow District procedures in dealing with accounts.
14. Ability to establish a feeling of trust and confidence in all employees and knowledge to aid them in employee benefit analysis and problem solving.
15. Knowledge of the Michigan Accounting System and ability to learn and use District account sequence.
16. Have a good working relationship with all staff members and be able to supervise staff in a firm but cheerful manner. Must recognize importance of confidentiality of work.
17. Should initiate projects and reports as needed, and anticipate unusual workloads and prepare for them. Able to work with minimal or no supervision. Be a self-starter who can set priorities for work to be completed. Able to effectively organize work and Central Office staff.
18. Must be able to deal with interruptions from community, parents, co-workers, and staff. Can work on several projects/reports at one time, and will interrupt one project to help in another. Should recognize the order of importance of all work to be done and be willing to accept changes.

### PRIMARY PURPOSE

Direct and manage the operation of all financial affairs of the district, including accounting, purchasing, data processing, and other miscellaneous services. Provide managerial direction and coordination under board policy guidelines to several key district functions and serve as the chief financial adviser to the superintendent and Board of Education.

### WORKS WITH

Business Office personnel, Maintenance Department, Transportation Department, Food Service Department, Preschool & Child Care Department, and other administrators and staff.

### TERMS OF EMPLOYMENT AND HOURS OF DUTY

12 month contract; hours will vary.

## **JOB SUMMARY**

Prepare, recommend, implement, and administer the financial and business affairs of the district.

## **SUPERVISORY RESPONSIBILITIES**

Supervise and evaluate the performance of assigned personnel: Central Office administrative assistants, Central office secretaries, accounts payable staff, payroll staff, Compliance Manager, Preschool & Child Care Director, the Maintenance Department, the Food Service Department, the Transportation Department, and all others as assigned.

## **ACCOUNTING AND FISCAL MANAGEMENT**

1. Develop a budget. Work with the Superintendent in budget preparations.
2. Supervise expenditures of all District General Ledger accounts.
3. Compile data and reports regularly to the Superintendent, building administrators, and the Board on matters relating to budget revenue and budget expenditures and balances.
4. Direct the development of all accounting and reporting procedures and systems, and monitor all accounting functions against budgets and upgrades to record budget appropriations, expenditures, and revenues within acceptable accounting and reporting procedures.
5. Supervise payroll, accounts payable, and account systems.
6. Monitor the systems for internal audit of accounting transactions.
7. Remain current regarding state and federal legislations relating to: employee compensation, employee benefit programs, and grants programs.
8. Serve as a resource regarding the legality and feasibility of financial transactions and procedures (i.e. debt collections).
9. Maintain a current inventory of all school equipment and furnishings.
10. Serve as a liaison and resource person for major school building projects; attend meetings as required.
11. Provide leadership and management for purchasing, accounting, data processing, budget hearings, bond issues, debt management, investments, and other programs.
12. Provide leadership to achieve cost-effective practices throughout the district.
13. Observe professional and ethical standards of behavior in accordance with the State Education Department Code of Ethics.

## **SCHOOL/ORGANIZATIONAL CLIMATE**

1. Develop long and short-range objectives and goals for the business operation of the school district.
2. Provide for an effective two-way communication with staff, community, media, and Board.
3. Keep the Superintendent informed on the business affairs of the District.
4. Develop and maintain positive staff morale within the Business Office.
5. Ensure that the mission of the Business Office supports the mission of the District.
6. Ensure that business operations are supportive of the instructional goals and objectives of the District and the attainment of the District performance objectives.

## **FOOD SERVICE/PRESCHOOL & CHILDCARE/CUSTODIAL & MAINTENANCE/TRANSPORTATION PROGRAMS**

1. Obtain competitive bid quotations from school food service/preschool & childcare/custodial & maintenance/transportation contractors for the Board's approval.
2. Supervise and monitor the District's Food Service/Preschool & Childcare/Custodial & Maintenance/Transportation Department operations.
3. Develop written specifications and other requirements necessary for obtaining competitive school food service/preschool & childcare/custodial & maintenance/transportation bids or renegotiations of contracts, and evaluate all transportation contracts and arrange for appropriate contract documents for new and/or extended contracts.

### **OTHER RELATED DUTIES**

1. Compile, prepare, and transmit required fiscal reports and data to state and federal agencies.
2. Serve as the District's resource person on employee benefit programs.
3. Serve as liaison with legal counsel in matters of dispute, except for matters involving special education, as directed by the Superintendent.
4. Work with district personnel in projecting student enrollments, staffing needs, building and facility needs, energy needs, capital equipment needs, and other cost items for district and individual school improvement.
5. Prepares bid specifications for purchases of equipment, supplies, and services consistent with budget and State of Michigan requirements and constraints.
6. Articulate the district's mission to the community and solicit its support in realizing the mission.
7. Demonstrate awareness of District/Community needs and initiate activities to meet those identified needs.
8. Such other duties and responsibilities as may be assigned by the Superintendent.

### **PERSONNEL MANAGEMENT**

1. Responsible for the management, supervision, and evaluation of assigned personnel.
2. Responsible for employee classifications, job placements, disciplinary procedures, termination procedures, and work analysis programs for classified personnel.
3. Assist with negotiations with all bargaining units, under the direction of the Superintendent.
4. Develop comparative data and cost estimates relating to compensation for negotiations.
5. Interpret terms of negotiated contracts to staff.
6. Define and evaluate job performance expectations of Central Office staff.
7. Develop training options and/or improvement plans in the development of staff to ensure the best operation of the department.

### **SCHOOL FACILITY CONSTRUCTION, RENOVATION, OR EXPANSION**

1. Represent the Superintendent, as requested, and the Board on matters relating to the construction, renovation, or expansion of school buildings and other facilities.
2. Meet with appropriate officials and the Department of Education regarding school construction.
3. Meet with building committees, architects, and other appropriate officials or agencies.

### **BOARD RELATIONS**

Provide information to board members, upon request, and attend all committee, regular and special board meetings as requested by the Superintendent or his designee.

### **PUBLIC RELATIONS**

Present a proactive and positive image of the school, students, and staff.

### **EVALUATION**

Performance of this job will be evaluated annually in accordance with provisions of the evaluation policy and procedures of the Board of Education.