

**MEMPHIS COMMUNITY SCHOOLS**  
**POSTING**

**DATE:** February 26, 2019

**POSITION:** **BUSINESS DIRECTOR - (FULL TIME)** – The Director of Business and Finance is responsible for managing the accounting functions of the District’s financial and physical resources for the purpose of maximizing the successful execution of its long-term educational program. The Director is also responsible for the development of annual and long-range budgets, short and long-term planning, and the preparation of timely reports on all financial matters.

**QUALIFICATIONS:** The position requires knowledge normally acquired through a Bachelor’s Degree (B.A.) from a four-year college or institution in Business, Accounting, Finance, or a related field; or equivalent combination of work experience and education. Possess or be eligible for MSBO Chief Financial Officer Certification.

Job experience in school business administration with some experience in a leadership capacity is preferred.

**SKILLS/KNOWLEDGE/ABILITIES:**

Knowledge of Generally Accepted Accounting Principles (GAAP) and Governmental Accounting Standards (GASB 34). Knowledge of Michigan school finance including requirements for budget planning, budget administration and fiscal administration of State and Federal grants. Knowledge of fund accounting and Michigan laws, rules, and regulations governing school finance. Excellent financial and business sense, with the ability to quickly assimilate numbers and reports and provide well-reasoned, thoughtful, and succinct reports and recommendations. Ability to maintain effective district-community relations and the ability to interpret the financial realities of the district to the community.

**POSITION RESPONSIBILITIES:** Manage the financial affairs of the district, including:

Monthly reconciliation of bank statements, assets and liabilities, revenues and expenditures, Food Service, Daycare and Preschool Programs. Monitoring vouchers, authorizing the expenditures of monies and ensures district payments are made in a timely manner. Prepares and analyzes monthly financial statements in a form acceptable to the Board and Superintendent and State Department of Education. Responsible for cash flow monitoring, cash management and investment of funds. Arranges for audits of all accounts and records annually by an independent, certified public accountant selected by the Board. Assure timely completion and submission of all state mandated reports included but not limited

to Annual Financial Report (FID), Special Education Cost reports, and State and Federal Grant Management. Prepare annual budgets and subsequent amendments. Oversee internal accounts, purchasing, insurance bid process. Monitor payroll process and procedures.

**DEADLINE: UNTIL FILLED**

**REPLY TO: Laura Heilig, Administrative Assistant  
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