

**BRIDGEPORT-SPAULDING COMMUNITY SCHOOL DISTRICT**  
*An Equal Opportunity Employer*  
**VACANCY NOTICE**

**ADMINISTRATIVE**

**Director of Business & Finance**

**REPORTS TO:** Superintendent of Schools

**TERMS OF EMPLOYMENT:**

Twelve (12) month contract  
Exempt status; non-bargaining unit

**SALARY:** To be commensurate with education and experience of the qualified candidate.

**SUMMARY:** Responsible for overall financial operations of the district, including development and maintenance of annual budget and long range financial projections. Member of the Superintendent's Team with a central role in school district planning and analysis of current programs, support systems and expenditures.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *Other duties may be assigned.*

Responsible for budget development, administration and long range financial planning for the District, including all state and federal grants.

Participates on the Superintendent's Team and attends all Board meetings.

Assist the Superintendent and staff to analyze financial and educational problems and develop solutions to problems which ultimately improve daily operations.

Monitor the district's cash flow on an ongoing basis and make recommendations to the Superintendent.

Member of Administrative Evaluation Team.

Prepares all financial information for contract negotiations and works closely with the negotiating team.

Serves as community communications, providing presentations to community organizations.

Participates with county and state organizations in staying abreast of school finance reform and other district-related issues.

Prepares documents and information related to school millage elections, bonding, year-end audit and other financial issues.

Prepares and oversees the preparation of District financial reports and ensures that report formats meet all State, local and in-District reporting requirements.

Analyzes and approves periodic capital equipment requests.

Serves as ex-officio member of the Board Finance Committee.

Prepares and submits tax resolutions for the Board. Ensures the timely transfer of funds from taxing authorities to the District. Monitors tax appeals and SEV adjustments.

**SUPERVISORY RESPONSIBILITIES:**

Manages subordinate supervisors who supervise various employees in the Business Support Services, Information Management, Accounting, Purchasing, Food Service and the Maintenance and Transportation Department. Is responsible for the overall direction, coordination, and evaluation of these units. Also directly supervises non-supervisory employees. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and

disciplining employees; addressing complaints and resolving problems. Serves as liaison to the Superintendent.

**QUALIFICATION REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE:** Bachelor in Business (Accounting) and 5 years previous school finance.

**CERTIFICATES, LICENSES, REGISTRATIONS:** C.P.A. (*Preferred but not required*) State Chief School Business Official Certification

**LANGUAGE SKILLS:**

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to administrators, public groups/community, and board of education.

**MATHEMATICAL SKILLS:**

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations. Ability to apply financial concepts such as compound interest, time value of money, tax rates and discounts.

**OTHER SKILLS and ABILITIES:**

Personal computer and spreadsheet skills. Ability to apply knowledge of current research and theory in specific field. Ability to establish and maintain effective working relationships with students, staff and the school community. Ability to speak clearly and concisely both in oral and written communication. Ability to perform duties with awareness of all district requirements and Board of Education policies.

**Submit letter of application, resume and copies of credentials to:**

Office of Human Resources  
Bridgeport-Spaulling Community School District  
P.O. Box 657  
Bridgeport, Michigan 48722-0657  
johnsonr@bscs.k12.mi.us

Application Deadline

*Until position filled*

**Non-Discrimination Policy**

***It is the policy of the Bridgeport-Spaulling Community School District that no person shall, on the basis of race, color, religion, national origin or ancestry, sex, age, disability, height, weight, or marital status be excluded from participation in, be denied the benefits of, or be subjected to discrimination during any program or activity or in employment. Inquiries or allegations of discriminatory practices within the District should be directed to: Office of Human Resources, Bridgeport-Spaulling Community School District, P.O. Box 657, Bridgeport, Michigan 48722-0657 Phone: 989-777-1770.***