



JOB TITLE: Director of Finance

LOCATION: Central Business Office

REPORTS TO: Superintendent of Schools

DISTRICT DESCRIPTION: Benzie Central Schools serves over 1,200 students K-12 and encompasses over 350 square miles in the beautiful terrain of Northwest Michigan. The Early Childhood program is housed in Lake Ann Elementary, Homestead Hills Elementary, and Betsie Valley Elementary consisting of programs serving 3 and 4-year olds in partnership with GSRP and Head Start. There are six villages in the district which is also convenient to the cities of Traverse City, Manistee, and Frankfort. Benzie Central has 3 elementary schools serving grades K-5, a middle and high school serving grades 6-12, and an alternative setting middle and high school serving grades 6-12.

JOB GOALS: To provide control for all the financial functions of the district

PERFORMANCE RESPONSIBILITIES

- Understands and demonstrates organization and administration, while working with public policy and legal issues.
- Understands and uses principles of school finance, budgeting and financial planning, accounting, auditing and financial reporting; cash management, investments and debt management; technology for school finance operations.
- Understands and demonstrates personnel development needs; labor relations and employment agreements; human relations.
- Responsible for all financial and property tax related accounting.
- Prepares monthly budget summary reports for building and department leaders.
- Analyzes and responds to cash flow concerns.
- Understands and demonstrates planning and purchasing practices including competitive bidding.
- Works with Superintendent to develop, implement and monitor budgets for multiple funds as deemed necessary making quarterly amendments.



- Understands risk management; transportation program, food service program; custodial and maintenance program.
- Participates in negotiations, attends district admin and board meetings.
- Supervises the accounts payable/benefits clerk.
- Obeys and enforces all State and school district policies, rules, regulations, and procedures.
- Other duties as assigned by the Superintendent.

TERMS OF EMPLOYMENT: Salary to be established by the Superintendent. Initial two-year contract annually renewed for future years. Annual work year will consist of 260 days with holidays and vacation determined by the individual contract.

SALARY RANGE: \$80,000- \$90,000 to be negotiated depending on education and experience.

PROFESSIONAL QUALIFICATIONS:

- Bachelor Degree in business administration, finance or accounting
- Computer literacy with accounting, report, grant writing, and presentations software
- Preferred minimum of three years' experience in fund accounting or school/government audits
- Such alternatives to the above qualifications as the Board may find appropriate and acceptable

SEND RESUME AND SUPPORTING DATA TO:

Catina Crossman, Executive Assistant to the Superintendent
Benzie County Central Schools
9300 Homestead Road
Benzonia, MI 49616

erfourtha@benzieschools.net

or

Interested applicants should submit an application online and attach materials including a resume and cover letter at <https://northwested.tedk12.com/hire/index.aspx>

APPLICATION DEADLINE – Until Filled