



# Notice of Vacancy

South Lyon Community Schools  
345 South Warren  
South Lyon, MI 48178

**PLEASE POST!**

**POSITION:** Assistant Superintendent of Business and Finance (AD5)

**LOCATION:** Administration Building

**QUALIFICATIONS/  
RESPONSIBILITIES:** See Attachment

**RATE OF PAY:** Salary range: \$123,446.00 – \$132,880.00

**BEGINNING DATE:** As Soon As Feasible

**DEADLINE FOR  
APPLICATION:** February 15, 2019

**APPLICATION:** Send letter of interest and resume to:

Ben Kirby, Assistant Superintendent for Administrative Services  
[kirbyb@slcs.us](mailto:kirbyb@slcs.us)  
South Lyon Community Schools  
345 S. Warren  
South Lyon, MI 48178  
Ph. (248) 573-8140  
Fx. (248) 437-8928

Applications accepted via Oakland Human Resources Consortium  
[www.oakland.k12.mi.us/OHRC](http://www.oakland.k12.mi.us/OHRC)

**DATE OF POSTING:** February 4, 2019

**SOUTH LYON COMMUNITY SCHOOLS  
JOB DESCRIPTION**

***ASSISTANT SUPERINTENDENT FOR BUSINESS AND FINANCE***

**QUALIFICATIONS:**

1. Possess a bachelor's degree from an accredited college or university in any of the following areas: business, finance, or accounting.
2. Minimum of five years of successful work experience in a field relevant to the duties and responsibilities of a school business official.
3. Possess the Michigan School Business Officials (MSBO) Chief Financial Officer (CFO) certification.
4. Have received, or assisted with, the receipt of both the Meritorious Budget Award and Certificate of Excellence in Financial Reporting from the Association of School Business Officials (ASBO) International.
5. Proven ability to manage, supervise and evaluate staff members.

**REPORTS TO:**

The Assistant Superintendent for Business and Finance is directly responsible to the Superintendent

**GOAL:**

To assist the Superintendent in providing leadership and support to ensure the best possible educational programs and services.

**RESPONSIBILITIES:**

1. Develop, implement and monitor all budget related activities. Present the budget, in accordance with Board policy, to Board of Education.
2. Provide oversight of accounting functions including accounts payable, accounts receivable, payroll, grants, cash flow and general accounting operations for all school funds including the general fund, debt-retirement, activity accounts, special revenues funds, and capital project funds.
3. Provide oversight of financial services including, maintaining and developing strong internal control procedures for collection of revenues, administration of bond issuances and financial support services necessary for all District service and functions.
4. Responsible for using the budget information to prepare a budget document that meets the requirements of the Association of School Business Officials International (ASBO) Meritorious Budget Award program.
5. Using the audit information, prepare a Comprehensive Annual Financial Report that meets the requirements of the Association of School Business Officials International (ASBO) Certificate of Excellence in Financial Report awards program.

6. Maintain and update the District's Five Year Financial Forecast. Prepare necessary financial reports for long term planning of the district including new buildings.
7. Recommend to the cabinet members the procedures for employing, training, transferring, demoting and dismissing personnel under areas of responsibility.
8. Oversee the preparation of specifications, bidding and purchasing of school furniture, equipment, etc., in accordance with Board policy.
9. Oversee the district's investment program, securing the best possible investment rate of interest while maintaining an appropriate level of risk in accordance with state and federal regulations as well as the district's cash flow and investment policy.
10. Administer through the Controller, the efficient operation of the payroll and benefits, purchasing and accounts payable functions.
11. Administer through the Manager of Facilities and Grounds, the maintenance program and custodial care of all district owned properties and the building and grounds personnel.
12. Administer through the Manager of Food Services, the efficient operation of the cafeteria and food service personnel.
13. Administer through the Technology Director the efficient operation of the technology operations of the District.
14. Administer with the assistance of the Manager of Facilities and Grounds, all district construction projects, whether through bond issues or operations. Attend Administrative Review Committee meetings (ARC) as well as Facility Planning Committee (FPC) meetings.
15. Administer, through the Manager of Facilities and Grounds, the rental and usage of District buildings and grounds by outside groups as well as District personnel.
16. Coordinate, through the Manager of Transportation, the purchase and replacement of buses, and other equipment and processes that have a financial impact on the District.
17. Attend the Redistricting Administrative Committee (RAC) meetings and provide assistance in forecasting and tracking student enrollment when requested.
18. Co-Chair the Security Administrative Team (SAT) meetings and provide assistance in ensuring policies, procedures, and physical barriers exist in support of student and staff safety.

19. Administer the district's insurance programs including property, casualty, fleet and Board errors and omissions.
20. Provide oversight of the preparation of the annual school district audit, including presentation to Board of Education.
21. Be responsible for "summer tax collection" and coordinate with eight (8) governmental units and three (3) counties.
22. Prepare tax levy certification for Board approval and make recommendations for debt millage adjustments when necessary. Prepare Headlee and Truth in Taxation reports along with distributing the form L-4029 for annual debt millage levies according to law.
23. Provide oversight of all district treasury management functions including, tax anticipation note and/or state aid note applications when necessary, coordinating entire procedure with district attorney.
24. Prepare Monthly Financial Report for the Board of Education. Prepare charts and graphs as necessary to keep the state, Board of Education, school officials and the citizens informed of the financial status of the school district.
25. Ensure all local, state and federal reporting requirements are met.
26. Provide oversight of the fixed asset inventory of the district, along with any sale and disposal of obsolete furniture and equipment.
27. Act as district representative for election related activities on behalf of the Board of Education.
28. Participates in and supports collective bargaining negotiations.
29. Attend Board of Education meetings and additionally any workshops, retreats, etc. when necessary.
30. Administer a district-wide central file for all federal, state, local and Department of Education forms, applications, approval letters, etc.
31. Attend monthly Business Official meetings at Oakland Schools.
32. Maintain continuing education and professional development requirements for Michigan School Business Officials (MSBO) Chief Financial Officer (CFO) certification.
33. Prepare and coordinate the weekly Friday Notes, for all areas that report to the Business and Finance department, to the Board of Education.
34. Attend Superintendent's Cabinet Meetings as scheduled.

35. Facilitate Finance Committee meetings with the Board of Education representatives.
36. Exhibit healthy, considerate, mature attitudes that would promote inter-staff and community relationships.
37. Promote and support organizational culture by reinforcing Board of Education and Superintendent goals, policies and procedures with the District's vision, mission and strategic plan.
38. Perform other such duties as assigned by the Superintendent.