



Richard Machesky Ed.D.
Superintendent of Schools

Administration Building
4400 Livernois
Troy, MI 48098

Please Post

Position: Director of Finance
Location: Administration Building
Reports to: Assistant Superintendent of Business Services
Salary: \$99,668-\$125,332
Posting Date: March 26, 2018
Deadline Date: April 16, 2018 or Until Filled
Interview Date(s): First Round Interviews will be held the Week of April 23rd-27th
Starting Date: As soon as possible

Education and Experience:

- Bachelor's degree in the field of Accounting. Master's Degree or C.P.A. preferred.
- 5-8 years or more years of related experience in accounting, with 4-6 years in school district accounting preferred.
- Strong knowledge of GAAP and governmental fund-based accounting.
- 6 or more years of progressively responsible work experience in a financial management position, preferred.
- Strong knowledge of Microsoft Excel.
- Working knowledge of Michigan school finance software applications and Michigan Public School Accounting Manual.
- Knowledge of state and federal reporting requirements as they pertain to Michigan public school districts.
- Knowledge of collective bargaining process.
- Knowledge in financial management of bond and sinking funds.

Responsibilities:

- Accounts for all financial transactions of the District through supervision of staff and month end processes.
- Prepares budget based on assumptions provided and analyzes results. Analyzes variances of budget to actual. Makes recommendations for solutions to financial/budget challenges. Disseminates budget information to the departments.
- Prepares and/or reviews all state and federal reports.
- Financial management oversight of all federal and state grants for the District (Title I, Title II, Title III, IDEA, 31a, WIOA, etc.) assuring compliance with accounting and procurement regulations.
- Coordinates the completion of the annual audit, including the Single Audit. Acts as liaison on behalf of the District with communication to/from auditors.
- Prepares monthly financial reports for review by Assistant Superintendent of Business Services.
- Manages the daily cash flow process including the wires and transfers. Maintains cash flow projections and updates the Assistant Superintendent of Business Services.
- Meets with non-instructional departments on their financial results of actual to budget and advises Assistant Superintendent of Business Services of issues.
- Daily supervision of Finance Department (includes Payroll, Accounts Payable, Cash Receipts, and General Ledger).
- Attends labor and contract negotiations and runs financial analysis on proposals.
- Responsible for the accounting of fixed assets, including construction in progress, retainages, and any related debt.
- Responsible for accounting of all funds, including sinking and debt funds.
- Works with building secretaries on proper accounting and internal controls.
- Attends Board Meetings on an as-needed basis.
- Other duties as assigned by the Assistant Superintendent of Business Services.

Method of Application:

All interested applicants apply at: <http://www.applitrack.com/oakland/onlineapp> .

Please upload your letter of interest, resume, letter(s) of recommendation, transcripts and other pertinent data directly to your Applitrack application. **Please do not fax, email or send applications** directly to the District. Questions regarding your application process should be directed to Applitrack.

Nondiscrimination:

In compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990, it is the policy of the Troy School District that no person shall, on the basis of race, color, religion, national origin or ancestry, gender, age, disability, height, weight, or marital status be illegally excluded from participation in, be denied the benefits of, or be subjected to discrimination during any program, activity, or service or in employment. In accordance with Federal regulations, Troy School District has a Title VI, Title IX, Section 504/ADA, and Age Discrimination Act Coordinator. Any questions, suggestions, or complaints for administering the nondiscrimination grievance procedure should be directed to the Assistant Superintendent of Employee Services/Troy School District.

An Equal Opportunity/Affirmative Action Employer/Program. Aids and auxiliary services are available upon request to individuals with disabilities.