



Public Schools of Petoskey

A Special Place for Everyone

Spitler Administration Building
1130 Howard Street
Petoskey, MI 49770
Telephone: 231-348-2100
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JOB DESCRIPTION **CHIEF FINANCIAL OFFICER**

QUALIFICATIONS:

1. Valid state certification to serve as school district's Chief Financial officer.
2. An advanced degree, Masters or higher, from an accredited institution with emphasis in education and/or business management.
3. A minimum of five (5) years experience in one of the above fields, including at least two (2) years of experience in a supervisory capacity in public and/or private education.
4. Proficient in technology, especially financial software/spreadsheets.
5. Ability to communicate effectively with staff and community.
6. Demonstrated ability to provide leadership that results in teamwork and collaborative working relationships.
7. Such alternatives to the above qualifications as the Board of Education may find appropriate and acceptable.

REPORTS TO:

Superintendent of Schools

SUPERVISES:

Personnel assigned to the Business Office, Food Service Department and Custodial/Maintenance Department.

PRIMARY FUNCTION:

Administers the business and financial affairs of the school district in such a way as to provide the best possible educational services with the financial resources available.

PERFORMANCE RESPONSIBILITIES:

Fiscal Management and Accounting

1. Assumes responsibility for budget development and long-range financial planning, including budgetary control.
2. Develops and administers a program for purchasing, storing and distributing school supplies and equipment.

3. Establishes and supervises a program of accounting and reporting the financial affairs of the school district.
4. Administers the investments of the school system.
5. Supervises financial receipts and disbursements.
6. Arranges for the internal auditing of financial accounts and coordinates an annual in-house auditing program.
7. Maintains up-to-date inventory control.
8. Administers the payroll function of the school district.
9. Supervises technology procedures to provide management information, evaluation techniques and long-range forecasts.
10. Administers financial bid procedures pertaining to the sale or purchase of appropriate school district property, including the sale of homes constructed in the Building Trades program.
11. Serves as the consultant for grant proposals originating in the school district.
12. Supervises the completion of monthly and annual financial reports.
13. Maintains communication with local, state and federal governmental agencies on matters that pertain to school finance.
14. Interprets the school district's financial business to the community at-large.
15. Consults with the Superintendent of Schools and other personnel on matters relating to the school district's business and financial affairs.

Maintenance of District Properties

1. Assumes responsibility for budget development and long-range financial planning, including budgetary control.
2. Allocates funds, manpower and equipment resources to achieve established standards of cleaning and maintenance.
3. Directs the establishment of employee training and work improvement programs.
4. Manages State mandated programs to monitor environmental conditions which may affect school children and other building occupants.
5. Manages Board policy governing the community use of public school buildings.
6. Manages the school district's real estate and insurance programs.

School Facility Construction, Renovation or Expansion

1. Represents the Superintendent of Schools, as requested, and the Board of Education on matters relating to the construction, renovation or expansion of school buildings and other facilities.
2. Meets with appropriate area governmental officials and the State Department of Education regarding the planning of school construction and meeting reporting schedules mandated by legislative and state department mandates.

3. Meets with building committees, architects and other appropriate officials or agencies and serves as the custodian of school building plans and specifications.
4. Oversees, as the Board's representative, the day-to-day construction, renovation or expansion activities of the District.

School Lunch Program

1. Supervises, through the Supervisor of Food Services, the cafeteria operations.
2. Develops rules, regulations and procedures governing the operations and maintenance of the school food service program consistent with Board policies.
3. Obtains competitive bid quotations from school food service contractors, analyzes the bids and provides recommendations to the Board of Education on the competitive bids.
4. Monitors the Food Services department's profitability and reports the results to the Board on a regular basis.
5. Settles appeals concerning free and reduced price lunches.

Personnel

1. Negotiates with bargaining units representing all classified and certified personnel consistent with guidance from the Superintendent of Schools and the Board of Education.
2. Develops comparative data and cost estimates relating to compensation for negotiations between certified and classified staff and the Board of Education.
3. Interprets terms of negotiated contracts to staff.
4. Serves as the Hearing Officer in staff (contract) grievances appealed to the Superintendent of Schools.
5. Conducts formal, written evaluations of members of the staff assigned to the Business Office.

Pupil Accounting

1. Coordinates student enrollment for out-of district students.
2. Coordinates with school administration the annual days/hours of student instruction for meeting state requirements.
3. Completes pupil accounting reports and studies.

Pupil Transportation

1. Coordinates the school district's bus transportation in cooperation with the Supervisor of Transportation, including the resolution of related complaints.
2. Administers the Board of Education policy governing pupil transportation of all school children, both regular and special education.

3. Develops systems and procedures that monitor bus contractor services, including pupil safety measures.
4. Evaluates all transportation contracts and recommends appropriate action to the Board of Education.

Other Related Duties

1. Interprets, implements and assures compliance with the policies and procedures set forth by Federal regulations, Michigan Revised School Code and the Petoskey Board of Education, including administrative rules and regulations.
2. Maintains an active role in professional organizations and activities to keep abreast of educational trends, developments and research.
3. Exercises decisive leadership in school crisis situations.
4. Attends school board meetings and prepares such reports as directed by the Superintendent of Schools.
5. Serves as the Chief Election Officer for the school district in the absence of the Secretary of the School Board.
6. Searches for efficient ways to operate the school system.
7. Performs other related duties that may be assigned by the Superintendent of Schools.

TERMS OF EMPLOYMENT:

Fifty-two (52) weeks with vacation days, holidays, personal business days and personal illness days as indicated in the employment contract. Salary to be set by the Board of Education.

EVALUATION:

Performance will be evaluated annually by the Superintendent of Schools in accordance with the policy of the Board of Education regarding evaluation of professional staff.

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