**Muskegon Heights Public School Academy System**

**TITLE**  Chief Financial Officer

**REPORTS TO**  Superintendent

**JOB FUNCTION** The Chief Financial Officer of the District will serve under direction of the Superintendent to apply innovative methods to shift scarce resources to the most student-centered areas.

**POSITION:** Full time salary commensurate with experience and qualifications and participation in Michigan Public Schools Retirement System MPSERS.

**DISTRICT DESCRIPTION:** The System has approximately 800 students and is located in Western Michigan.  The ethnicity within the district is approximately 94% African American and 6% other.  Currently, 21% of our students qualify for special education services. Our students come predominantly from low income families.

The System has a K-1 elementary building, a 2-6 elementary building, a 7-12 secondary building and was started in 2012.  In the fall of 2017 the System received its first clean audit and has a fund balance of 15%.

The System has a Partnership Agreement with the Michigan Department of Education and several vested local partners such as Boys and Girls Club, Davenport University and WZZM. The Partnership Agreement is for the 7-12 building and is a subset of our five year district Strategic Plan.

**Strategic Plan**

Our Strategic Plan has five goals: Rigorous Learning, Tiger Pride, Community Partnerships, Leaderships and Systems.  The plan runs 2017-2022 and is aligned to our Mission and Vision. Our vision is to empower students through excellence in education. Our mission is to produce informed, responsible, productive citizens who will be lifelong learners and successful contributors of society. We will accomplish this mission in cooperation with parents and the community by providing a dedicated staff and a diverse and challenging curriculum within a clean, safe, and caring environment.

**Duties and Responsibilities**

The Chief Financial Officer shall be responsible for ensuring that the accounting procedures within school system meet all federal, state and local requirements.

 The Chief Financial Officer shall be responsible for all System financial reports, including but not limited to: monthly board financial reports, monthly list of bills, annual financial reports required by the State of Michigan.

The Chief Financial Officer shall be responsible for the collection of all revenues and the investment of System funds in accordance with Board policy and state statute.

The Chief Financial Officer shall, working with the Superintendent, be responsible for development, implementation and oversight of the annual school System budget.

The Chief Financial Officer shall supervise accounts receivable, accounts payable, and payroll processes and procedures.

The Chief Financial Officer shall arrange for audits of all accounts and records annually by an independent, certified public accountant selected by the Board.

The Chief Financial Officer shall prepare year-end pre-audit journal entries for all funds.

The Chief Financial Officer shall be responsible for cash flow monitoring, cash management and investment of funds.

The Chief Financial Officer shall be responsible for annual state aid borrowing.

The Chief Financial Officer is responsible for the risk management program of the System including recommending and securing proper levels of insurance coverage, maintenance of policies, inventory and appraisal documents.

The Chief Financial Officer focuses on a strategic and process-oriented approach that anticipates roadblocks and challenges.

The Chief Financial Officer shall oversee Request For Proposal RFP processes.

The Chief Financial Officer shall maintain and oversee contracts with the System’s contractors.

Shall serve on the Board Finance Committee.

The Chief Financial Officer shall handle any other duties as assigned by the Superintendent.

**Additional Qualifications**

As a *Blueprint* district, we are seeking a unique business leader who is committed to the equitable allocation of resources (time, people, and money) that are aligned to student need.  This financial leader is committed to assisting the superintendent with leading the systemic reconfiguration of the district, while sustaining the organization’s sense of urgency in realizing dramatic improvement in student, teacher, and leader performance in a short amount of time.

Qualified candidates should skillfully demonstrate the following *Blueprint* competencies:

*The confidence to challenge all aspects of the System’s practices to determine their alignment to systemic reconfiguration practices;*

*The strong desire to achieve outstanding results in a short amount of time;*

*The ability to motivate others and influence their behaviors;*

*The power to stay visibly focused and self-assured despite the barrage of personal and professional attacks common during turnaround;*

*The talent to foster collective responsibility and ownership for greater student achievement that includes all System stakeholders;*

*The commitment to equitably allocate higher percentages of System funds towards the direct instruction of students and job-embedded, teacher-specific professional development aligned to students’ needs.*

**PROFESSIONAL QUALIFICATIONS**

Required

Bachelor's’ Degree in Accounting

Extensive computer background and experience

Previous K-12 central office experience

Michigan School Business Official Chief Financial Officer Certified or eligible to receive certification

Excellent interpersonal and communication skills

A working knowledge of General Accepted Accounting Principles (GAAP) and Governmental Accounting Standards Board (GASB 34)

Preferred

Prior supervisory experience

Master’s Degree in Accounting

**Apply via Applicant Tracking by December 8, 2017**

[**Application Process**](https://www.applitrack.com/muskegonconsortium/onlineapp/default.aspx)

**MUSKEGON HEIGHTS PUBLIC SCHOOLS ACADEMY SYSTEM IS AN EQUAL OPPORTUNITY EMPLOYER**