

COVERT PUBLIC SCHOOLS
35323 M-140 HIGHWAY
COVERT, MICHIGAN 49043

Vision – A nurturing community where all are inspired and empowered to pursue their dreams.

Mission – Provide a quality education in an inclusive and supportive environment while promoting excellence through innovative possibilities.

Title: Director of Finance

Reports to: District Superintendent

Pay Range: Starting at \$100,000 per year

Position Summary

The Director of Finance serves as the District's chief financial administrator and is responsible for the leadership, planning, management, and oversight of all financial operations of the District. Working collaboratively with the Superintendent and Director of Operations, the Director of Finance ensures sound fiscal stewardship, long-range financial sustainability, compliance with federal and state laws, and the effective management of public resources in support of the District's educational mission.

The Director provides leadership for budgeting, accounting, financial reporting, cash management, investments, debt administration, grants management, payroll oversight, accounts payable, accounts receivable, internal controls, annual audits, and financial compliance while maintaining transparency and accountability to the Board of Education and the community.

Essential Duties and Responsibilities

Financial Leadership

- Serve as the District's chief financial advisor to the Superintendent and Board of Education.
- Develop and implement long-range financial strategies that support the District's Strategic Plan.
- Provide financial analyses and recommendations to support operational and strategic decision-making.
- Present financial reports, budget updates, and fiscal recommendations to the Superintendent and Board of Education.
- Promote a culture of fiscal responsibility, transparency, and continuous improvement.

Budget Development and Financial Planning

- Direct the development and administration of the District's annual General Fund and all special revenue, capital project, debt service, and fiduciary budgets.

- Monitor revenues and expenditures to ensure fiscal stability and compliance with Board-approved budgets.
- Prepare long-range financial forecasts and enrollment-based revenue projections.
- Analyze state aid funding, local property tax revenues, and other revenue sources to support budget planning.
- Recommend budget amendments as necessary.

Accounting and Financial Reporting

- Oversee all accounting operations in accordance with Generally Accepted Accounting Principles (GAAP), Governmental Accounting Standards Board (GASB) standards, and Michigan school accounting requirements.
- Ensure timely preparation of monthly, quarterly, and annual financial statements.
- Prepare and submit all required financial reports to the Michigan Department of Education and other governmental agencies.
- Maintain the District's chart of accounts and financial records.
- Ensure accurate accounting for all District funds and financial transactions.

Cash Management and Investments

- Monitor cash flow and liquidity to ensure sufficient operating funds.
- Manage District banking relationships and investment activities in accordance with Board policy and applicable Michigan law.
- Prepare cash flow analyses and investment recommendations.
- Oversee debt service payments and financial obligations.

Audit and Internal Controls

- Coordinate the District's annual independent financial audit.
- Implement and maintain strong internal accounting controls and financial procedures.
- Ensure timely resolution of audit findings and recommendations.
- Develop policies that safeguard District assets and promote sound financial practices.

Payroll Oversight and Financial Operations

- Provide administrative oversight of payroll operations to ensure compliance with federal and state tax laws, retirement reporting requirements, and employee contracts.
- Responsible for accounts payable, accounts receivable, cash receipts, and financial recordkeeping functions.
- Ensure appropriate segregation of duties and internal financial controls.
- Oversee financial software systems and accounting processes to support efficient operations.

Grants and Special Funding

- Oversee financial administration of federal, state, and local grants.

- Ensure compliance with grant requirements, reporting deadlines, and allowable expenditures.
- Coordinate financial monitoring of grant-funded programs.

Compliance and Risk Management

- Ensure compliance with:
 - Michigan School Code
 - Michigan Department of Education financial reporting requirements
 - Governmental Accounting Standards Board (GASB)
 - Generally Accepted Accounting Principles (GAAP)
 - Uniform Guidance for Federal Awards
 - State and federal grant requirements
 - Board policies and administrative procedures
- Maintain appropriate financial records for audits and public transparency.

Collaboration

- Work closely with the Superintendent and Director of Operations on budget development, capital improvement planning, purchasing, and operational initiatives.
 - Provide financial guidance to building administrators and department leaders.
 - Collaborate with auditors, legal counsel, financial advisors, bond counsel, and governmental agencies.
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Qualifications

Required

- Bachelor's degree in Accounting, Finance, Business Administration, Public Administration, or a closely related field.
- Minimum of five years of progressively responsible financial management experience, preferably within a Michigan public school district or governmental entity.
- Thorough knowledge of governmental accounting principles, public budgeting, and Michigan school finance.
- Demonstrated experience preparing and managing complex operating budgets.
- Knowledge of Michigan school aid funding, pupil accounting, and public finance.
- Excellent verbal and written communication skills.
- Membership in the Michigan School Business Officials (MSBO), with certification or progress toward certification preferred.

STATEMENT OF NON-DISCRIMINATION

The Board of Education does not discriminate on the basis of race, color, national origin, sex, including sexual orientation or transgender identity, disability, age, religion, height, weight, marital or family status, military status, ancestry, genetic information or any other legally protected category, in its programs and activities, including employment opportunities.

Forward resume to:

Covert Public Schools
Attn: Rita Pullins, Administrative Assistant to the Superintendent
pullinsr@covertps.org
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