

Lenawee ISD

Role Description

Position Title:	Executive Director - Finance and Business Services
Area:	Finance and Business Services
Reports To:	Superintendent
Supervises:	Director of Lenawee/Monroe Technology Consortium Coordinator Business Services Director, Great Start Collaborative Programs Director, Lenawee Great Start Purchasing and Logistics Director Accountant/Customer Support Specialist Pupil Accounting Auditor
Last Revised:	July 2024

SUMMARY:

- Oversees all LISD financial functions to maintain the highest level of fiscal integrity and planning
- Collaboratively leads and administers the LISD's cooperative services so that services are efficient and cost effective
- Collaboratively leads and administers the Lenawee/Monroe Technology Consortium's administrative technology services so that state of the art technology applications for students and staff are readily available

ESSENTIAL JOB FUNCTIONS *include the following. Other duties may be assigned.*

- Provides the Superintendent with advice and counsel on issues of district-wide strategic value
- Serves as a role model for consistent demonstration of and advocacy for the LISD Vision
- Exemplifies the highest standards of stewardship of public funds
- Represents the LISD and its entities in fostering positive relationships with other educational institutions, agencies, organizations, groups, government agencies and the community
- Serves as LISD representative to the Lenawee/Monroe Technology Consortium
- Leads and supervises a responsive, customer service-minded technology service that is valued and respected by its customers
- Maintains an understanding of emerging technologies and their applications so that the Lenawee/Monroe Technology Consortium can lead technology staff, local schools and intermediate district staff to leading edge utilization
- Oversees the budget development and review process in compliance with Board policy and state laws
- Assures the integrity of LISD fiscal resources by careful, long-term financial forecasting
- Serves as support to local schools and administration on issues of finance and funding

- Works effectively with state, county, township, and local officials on taxation issues
- Serves as Chief Financial Officer and assures LISD finance and business operations comply with all applicable state/federal/local laws
- Leads and supervises a creative and entrepreneurial cooperative fund to assure cost-savings to Lenawee schools and non-profit organizations
- Ensures that school district grant funds are spent in accordance with grant guidelines and requirements
- Accurate completion and submission of all local, state, and federal financial reports, including, but not limited to, Medicaid, FID, SE4096, SE4094, and L-4029
- Attends Board of Education meetings and attends and presides over such meetings as the Superintendent delegates, to include the LCSA Technology Subcommittee, and other administrative meetings upon request or when presenting agenda items
- Maintains responsive and collaborative relationships with all levels and business units of the LISD, the Lenawee/Monroe Technology Consortium and local districts
- Administers the school district property insurance program
- Oversees and manages the Lenawee/Monroe Technology Consortium and Cooperative Services budgets
- Oversees efforts for each Great Start Readiness Program (GSRP).
- Serves on Lenawee Great Start Collaborative Board. Attends executive and regular board meetings and shares financial Great Start grant data.
- Acts as custodian of school district land records and administers land transactions of rentals, leases, and land contracts on advice of legal counsel
- Informs the Superintendent of all legal requirements related to business affairs and keeps informed of and interprets all laws, regulations, statutes, rules and policies affecting business and technology support services
- Develops projections of future expenditures and the availability of funding
- Assumes responsibility for administration of fiscal affairs, including financial planning, budgeting, (participates on divisional Superintendent's subcommittees), accounting, debt service, auditing, purchasing, and supply management
- Manages all investment assets for the district at the discretion of the Superintendent
- Assists the Superintendent in the preparation of specialized projects and reports
- Assumes other responsibilities and performs other duties as assigned by the Superintendent

- Competencies, Skills and Abilities:
 - Ability to use computer for tasks such as for basic word processing, daily email, electronic calendaring, excel data processing, etc.
 - Ability to balance figures
 - Ability to compile statistics
 - Ability to coordinate itineraries/meetings/events/schedules
 - Ability to research information
 - Ability to prioritize multiple tasks
 - Ability to deal effectively with a changing environment and be open to new ideas
 - Ability to communicate in person, via phone and computer
- Physical Demands:
 - Occasional reaching/stooping/bending/kneeling/ crouching

- Must be able to move intermittently throughout the work day with frequent prolonged standing/walking/ talking
 - Must be able to read and speak the English language
 - Must have visual acuity
 - Must be able to see, hear, and move intermittently, or use prosthetics that will enable you to function adequately to assure that the requirements of this position can be fully met.
 - Must be able to cope with the mental and emotional stress of the position.
- Working Conditions:
- Handle high stress and multi-task situations
 - Must have a regular and reliable level of attendance
 - Occasional pressures due to multiple calls and projects
 - May be exposed to long and/or irregular hours

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential job function satisfactorily. The requirements listed above are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

Required:

- Master of Arts Degree in Accounting or CPA
- Five (5) years of demonstrated successful school business experience
- Demonstrated excellent communication skills
- Demonstrated strong leadership and relationship skills

Preferred:

-

CERTIFICATES, LICENSES, and REGISTRATIONS

- MSBO Chief Financial Officer or Business Office Manager Certification

TERMS OF EMPLOYMENT

Grade = K, 255 Days, Salary Exempt

EVALUATION

Performance of this job will be evaluated in accordance with provisions of the LISD Board Policy on "Staff Evaluation."

Approved by: _____

Date: _____

Reviewed and Agreed to by: _____

Date: _____