



Paw Paw Public Schools Job Posting

POSITION: Executive Director of Business Operations

**Paw Paw
Public Schools**

POSTING DATE: November 3, 2017

REPORTS TO: Superintendent

www.ppps.org
119 Johnson Street
Paw Paw, MI 49079

Ph 269-415-5200
Fx 269-415-5201

SUMMARY OF POSITION:

Paw Paw Public Schools is seeking an exceptional Executive Director of Business Operations. The district, located in southwest Michigan, is part of Van Buren ISD and has an average student enrollment of 2,200. PPS has a long-standing reputation for excellence with many points of pride:

- 22% Unassigned Fund Balance in 2017 – Consistent yearly average between 15 – 28%
- 20M Budget
- Use of MiCase financial accounting and payroll software supported by MiSuite through the Kalamazoo RESA
- Credit ratings from S&P - AA- enhanced program rating and A+ underlying rating received with the May 2017 bond issuances
- Collegial Leadership Team with Superintendent; 6 full-time Directors - Curriculum, Food Service, Transportation, Maintenance, Athletics and Special Education; 5 Building Principals and 2 Assistant Principals
- Knowledgeable and supportive Board of Education

MINIMUM QUALIFICATIONS:

- Bachelor's Degree in Accounting/Finance.
- MSBO Certification or eligibility for State of Michigan Chief Financial Officer certification.
- Three (3) to five (5) years of successful K-12 administration or management experience in accounting and/or finance operations with Michigan public schools.
- Excellent interpersonal skills
- Excellent oral, written and presentational skills
- Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

DESIRED QUALIFICATIONS:

- Master's Degree in Business, Finance or relevant field or Certified Public Accountant.

DUTIES, RESPONSIBILITIES AND EXPECTATIONS:

- Direct and facilitate non-instructional functions of the educational program and shall be directly responsible for:
 - Procedures for collecting, planning, reporting and analyzing budget needs;
 - Planning, collection, protection, legal and judicious use of all funds available to the district;
 - Maintaining accounts and records that meet legal requirements in operating an authorized budget that will provide necessary control of all significant financial values accrued, retained or used by the district;
 - Communicating through appropriate reporting techniques significant financial information to principals, central administrators, the Board of Education and the community at large;
 - A program that includes the efficient and expeditious procurement of outside services, supplies, repairs and outlays;
 - Business operations of data processing in conjunction with the Intermediate School District;
 - Financial records of all Board of Education funds necessary to provide school officials with accurate accounting reports as the basis for system operation, for the formulation of proper policies and decisions, and for reporting to the appropriate authoritative bodies;

- Proper safeguards for the custody of all funds and an adequate system of auditing, post-auditing procedures and other necessary internal controls;
- Recommending the time and amount of borrowed operating funds needed and prepare all forms required to secure approval of the loan, advertising for bids and receipt of the funds;
- Authorization of all purchases of supplies and equipment, including the receiving, tabulation and report of all bids other than new construction, within limits of budgetary appropriations;
- Recommend improvements governing the business operations of the school district;
- Recording all school properties including description, quantity, and value of said properties;
- An adequate insurance program;
- All bills submitted for payment in accordance with policies of the Board of Education;
- Reconciliation of taxes;
- Negotiating contracts and staffing all business office/services personnel including food service, transportation and custodial maintenance;
- Assist in the preparation of all budgets;
- Maintenance of documents involved in business transactions and contractual agreements such as bid sheets and tabulations, contracts, deeds, abstracts, etc.;
- Supervise and direct the directors/departments for purchasing and insurance, payroll and accounting;
- Other duties as assigned.

RATE OF PAY: Salary range \$85,000 - \$95,000. Commensurate with experience.

START DATE: January 2, 2018 or no later than February 1, 2018

APPLICATION PROCEDURE:

- Please provide:
 - Letter of interest including a review of relevant experience;
 - Evidence of meeting the minimum qualifications outlined in this posting (i.e. photocopy of certifications/licensure, college and continuing education transcripts, degree held);
 - Resume;
 - References.

Include a current address, telephone number(s), and email address.

Only candidates providing the requested information will be considered.

All materials received relative to this posting become the property of Paw Paw Public Schools.

- Submit the above documentation to:

Sonia Lark, Superintendent
 Paw Paw Public Schools
 119 Johnson Street
 Paw Paw, MI 49079

smlark@ppps.org

APPLICATION DEADLINE: November 20, 2017 at 4:00 p.m.

The Paw Paw Public School District is in compliance with all State and Federal laws prohibiting discrimination on the basis of race, religion, national origin or ancestry, age, sex, marital status or handicap.