

Budget Director.

Educational Partnerships located in Southfield Michigan is looking for a budget director to do oversee its business operations for three small schools. This position is a central office position and reports directly to assistant superintendent and superintendent.

Job Duties:

- Payroll.
- Purchasing
- Bank reconciliation.
- Work with team to manage cash flows and budgets.
- State and federal reporting.
- Work as part of the budget team to design and maintain school budgets.
- Provide monthly reports to boards regarding schools financial status
- Work with building principals to ensure proper use of title funds.
- Prepare monthly and multi-year cash flow forecasts.
- Prepare monthly, quarterly, and year-end financial reports, reconciliations and review with the Superintendent.
- Account for the financial transactions of the District. Ensure applications of appropriate general ledger, cash receipts, disbursements, and bank reconciliation procedures, practices and recording.
- Maintain appropriate manual and electronic fiscal information, files and records for the purpose of documenting activities and issues, meeting compliance requirements, and/or providing supporting materials for requested actions.
- Coordinate audit requirements with external auditors and supervise the preparation of audit work papers and documents.

Requirements:

- Prior experience with school finance preferred.
- Bachelor's degree or similar work experience in accounting, finance or business.
- Works well to complete deadlines under pressure.
- Works well with others.
- Successfully pass criminal background check.

Compensation:

- 30 days paid vacation:
- Dental, vision and health.
- Salary range \$50,000 - \$55,000

Please send Resume and letter of interest to

Jhamlin@edpartners.net