



# Lewis Cass Intermediate School District

Providing Services Today For A Better Tomorrow

61682 Dailey Road  
Cassopolis, Michigan 49031-9648  
Fax (269) 445-2981  
Brookside Fax (269) 445-6253  
North Pointe Fax (269) 782-7727  
Web: //www.lewiscassisd.org

**POSITION TITLE:** Chief Financial Officer  
**REPORTS TO:** Superintendent of Schools  
**EMPLOYMENT STATUS:** 52 Weeks

## **QUALIFICATIONS, REQUIREMENTS:**

1. MBA, M.A., CPA or equivalent
2. Accounting major or equivalent.
3. Minimum ten years progressive school business or comparable experience.
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.
5. Knowledge of fund accounting, FID and MEIS applications and State and Federal Grant Fund Reporting
6. Experience with computerized accounting procedures.
7. Extensive working knowledge of spreadsheets and other computer applications.
8. Thorough understanding of principles of audit, risk management, payroll, and benefit administration.
9. Experience in labor relations and educational legal issues.
10. Excellent communication skills.

**SUPERVISES:** Business office personnel.

## **ESSENTIAL FUNCTIONS:**

1. Supervises the management of the financial affairs of the school district.
2. Assumes responsibility for budget development and long-range financial planning.
3. Member of Superintendent's team.
4. Year-end audit and state reporting (FID).
5. Supervises all accounting operations.
6. Supervises all payroll operations.
7. Supervises district-purchasing system.
8. Manages the district's property and liability insurance programs.
9. Responsible for capital planning, development, acquisition and construction.
10. Administers a budget control system for district.
11. Responsible for submission of all business related reports required for state and federal purposes.
12. Acts as advisor to superintendent on all issues relating to the business and financial affairs of the district.
13. Assists with labor contract negotiations.
14. Responsible for compliance with all school related laws.
15. Participation in local and state professional associations.

**APPLY TO:** Send a letter of application, resume and credentials to:  
Robert E. Colby, Superintendent  
Lewis Cass Intermediate School District  
61682 Dailey Road  
Cassopolis, MI 49031

**DEADLINE:** February 6, 2012

Posted: 12/16/11

*It is the policy of the Lewis Cass ISD Board of Education that no person on the basis of race, color, religion, national origin or ancestry, age, sex, height, weight, marital status or disability shall be discriminated against, excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination in any program or activity for which it receives any financial assistance from the United States Department of Education. The following person has been designated to handle inquiries regarding the non-discrimination policies: Director of Instructional Services, 61682 Dailey Road, Cassopolis, MI 49031, (269) 445-6223.*

*Equal Opportunity Employer/Programs  
Auxiliary aids and services as well as written publications in alternative accessible format are available upon request to individuals with disabilities.  
Michigan Relay Center 1-800-649-3777 (Voice and TDD)*