



Genesee Intermediate School District



VACANCY NOTICE

March 31, 2025

Director of Accounting

Posting No. 32524

Genesee Intermediate School District (GISD) is seeking a dynamic and detail-oriented leader to serve as the Director of Accounting. This critical role provides financial leadership and supports the district's mission by overseeing payroll, finance, and other business office operations.

ABOUT US

At the Genesee Intermediate School District, we are collaborators, leaders, educators, and support staff delivering instructional programs and services in general education, special education, and career technical education to 64,000 students, their families, and nearly 8,500 educators. GISD values its staff and cultivates positivity in the workplace as we all work together to carry out our mission of leadership, service, and innovation – partnering for success!

OUR CULTURE

GISD promotes a supportive and collaborative work environment with a strong emphasis on teamwork and professional growth. We are committed to fostering a positive and inclusive culture where all staff members feel valued and respected. Our dedication to professional development is demonstrated through initiatives such as resources for professional learning, mentorship programs, and leadership skill development. We are devoted to creating a thriving organizational culture that benefits not only our staff, but also the students and families we serve.

To learn more about the GISD culture, please click the link below:

[GISD Standards, Personalized Service and Quality Programs](#)

ROLE AND ESSENTIAL DUTIES

The Director of Accounting is a key member of Business Management Services and provides administrative support to the Assistant Superintendent for Business Services. This position is responsible for the coordination, management, and supervision of payroll, finance, and business office operations.

KEY RESPONSIBILITIES

- Lead and manage daily operations of payroll, finance, accounts receivable, and other business services.
- Supervise and evaluate payroll and finance staff.
- Ensure timely employee benefit reconciliations and accurate financial reporting.
- Oversee compliance with MDE, MPERS, and applicable policies.



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- Prepare financial reports, audit documents, and board submissions.
- Represent GISD at local and state meetings; serve on business official committees.
- Lead implementation of electronic financial systems and reporting procedures.
- Assist with collective bargaining cost projections and funding disclosures.
- Support non-profit or shared services districts as needed.

QUALIFICATIONS:

Education:

- Bachelor's degree in finance, accounting, business, or a related field required.
- Advanced degree preferred.
- Chief Financial Officer certification required.

Experience:

- Minimum three (3) years of experience in K-12 school business functions or a combination of related public/private financial management.
- Preferred experience as a public school business director.
- Proficiency with financial systems (e.g., SchoolsOPEN) and office technology.

Key Skills:

- Strong leadership and personnel management skills.
- Expertise in school finance law, MDE reporting, and audit preparation.
- Excellent communication and presentation abilities.
- Skilled in conflict resolution, problem solving, and customer service.
- Ability to work flexibly and represent the district professionally.

SALARY AND BENEFITS

Salary:

- \$80,000 - \$95,000 Commensurate with qualifications and experience.

Benefits:

- Our comprehensive benefits package includes health insurance with five different plans, dental and vision coverage, life and disability insurance, liability and travel/accident insurance, voluntary insurance options, and a supplemental life program. Employees are entitled to sick leave, personal leave, vacation allowance, bereavement days, paid time during district scheduled breaks, holidays, and longevity pay.



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- We also offer educational expense reimbursement, coverage for professional organization dues and conference expenses, and other job-related expenses. Flexible spending accounts (FSA) or healthcare savings accounts (HSA) are available based on the elected medical plan. Additionally, retirement savings plans are provided through the State of Michigan Office of Retirement Services (ORS). These benefits are available after just one full day of employment.

WORK LOCATION AND SCHEDULE

Business Services
2110 West Hill Rd
Flint, MI 48507

Schedule: 52 week, Full time position

APPLICATION PROCESS:

Join a forward-thinking team that makes a lasting impact on students, families, and the community. Interested candidates should submit their resume, cover letter, and any other relevant documents to the GISD Human Resources department. Applications will be reviewed on a rolling basis until the position is filled.

**Apply today to become a part of the
Genesee Intermediate School District team!**