



**BLISSFIELD COMMUNITY SCHOOLS  
CHIEF FINANCIAL OFFICER POSTING**

**Posted:** Tuesday, December 30, 2025

**Closes:** Tuesday, January 13, 2026

Blissfield Community Schools, located in southeast Michigan's Lenawee County seeks a dynamic individual to join its leadership team as chief financial officer.

Blissfield Community Schools has a general fund budget of nearly 16 million dollars and a fund balance of 4.9 million dollars. The District's Business Office includes one other full-time employee. The District provides educational services to 1,000 K-12 students. For more information about Blissfield Community Schools visit [www.blissfieldschools.us](http://www.blissfieldschools.us).

Blissfield, Michigan is located approximately 25 miles from Toledo, Ohio and approximately 35 miles from Ann Arbor, Michigan. The village is a short 10-minute drive to US-23, a major north-south interstate highway.

**SALARY:** Salary to be determined commensurate with experience. Benefits include: Health (employee shall be subject to co-payment based on state law and board policy); dental, vision, life, LTD, participation in Michigan Public Schools Employee Retirement System; paid holiday, sick, vacation, and personal business days.

**SUMMARY:** The Director of Finance is responsible for the management of financial functions for Blissfield Community Schools including but not limited to the accounting operations, annual audits, payroll, treasury management, budget development, state and federal programing and monitoring, implementation and management, grant administration and reporting, risk management and all applicable reporting requirements. This position is responsible for strategic planning, budget planning, business planning and operations of the Business Office. This position serves as an integral part of the Superintendent's Administrative Team. Such a position is non-union, full-time, fifty-two week commitment with an individual two to three-year contract, renewable subject to annual performance evaluations. A comprehensive fringe benefit package and annual salary commensurate with experience and education as authorized by the Board of Education.

## **QUALIFICATIONS:**

- **Education**
  - M.B.A. or M.A. in educational leadership, finance, business administration, accounting, or related fields preferred.
  - Candidates holding a B.A./B.S. in a related field, combined with five or more years in a comparable position will be considered.
- **Training and Experience**
  - Experience working in school finance and/or accounting (CPA), Certified Management Accountant (CMA), Certified in Financial Management (CFM) is preferred.
  - Appropriate maintenance of administrative continuing education requirements and possession or eligibility for MSBO Chief Financial Officer certification.
  - Human Resources experience preferred.
- **Demonstrated Technical Skills**
  - Strong knowledge of GAAP and governmental accounting
  - Demonstrated knowledge of the operation of computerized financial accounting systems and other standard software applications
  - Possess excellent analytical, reasoning, and problem-solving skills
  - Strong organizational skills
- **Human Relations Skills**
  - Excellent communication (oral, written, and listening) and interpersonal skills to maintain effective relationships with stakeholders, including board members, students, parents, and community members.
  - Ability to maintain the highest level of confidentiality, protecting privacy of personnel matters, contract negotiations, Board relationships, and subcontract bidding procedures
  - Maintain discretion at all times
  - Ability to effectively manage and lead business office staff

## **AREAS OF RESPONSIBILITY:**

- Direct, supervise, delegate to, and evaluate assignments for internal and external systems, programs, and services in the administration of the accounting operation, annual audit, payroll, treasury and cash management, budget management and implementation, risk management, purchasing, food service, preschool, childcare, paraprofessionals, and all applicable reporting requirements.
- Assume responsibility for budget development and long-range financial planning, including recommendations for budget shortfalls, cash flow, and investments.
- Establish and supervise a program of accounting accurately to record in detail all fiscal transactions.
- Supervise all accounting operations.
- Manage the District's real estate and insurance programs.
- Actively manage a budget control system that provides input flexibility resulting in feedback for administrative decision-making.

- Provide input to the Superintendent on all questions relating to the business and financial affairs of the district, including membership estimates, fund balance outlook, Board Policy revisions, internal controls procedures, and human resources.
- Assist in recruiting, hiring, training, supervising, and evaluating all business office personnel.
- Arrange and coordinate the District's Comprehensive Annual Audits.
- Interpret the financial concerns of the school to District shareholders.
- Supervise the accounts payable and the credit card purchasing system.
- Assist the Operations Department in developing bid specifications for district purchases and participate in negotiating the procurement of the supply/equipment from the vendors.
- Provide financial data and projections to the Superintendent and the bargaining teams for the collective bargaining process with labor groups. Participate as financial representative for the negotiation team.
- Assist with the coordination of the employee benefits program.
- Supervise building and program budget development including all subsidiary funds (Athletics, Food Service, Student Services, Bond Fund and Capital Projects).
- Serve as a contributing member of the Superintendent's Administrative Team and relevant Board Subcommittees.
- Maintain District property files and related transactions relative to such, including annual property appraisals, Fixed Asset reporting, insurance calculations of buildings, contents, deeds, sales & purchase agreements, and floor plans.
- Cultivate and maintain lasting relationships with financial institutions, attorneys, realtors, City, County, and State contacts in the aim at sustaining and promoting the District's image of high standards as quality K-12 districts.
- Participate with county and state organizations in staying abreast of school finance reform and other district-related issues.
- Coordinate tax collection procedures and communication with the cities encompassing the District, including the legal responsibilities and timely reporting of the approved tax levies.
- Coordinate, review, and continually evaluate internal controls relating to SAS 99 auditing standards.
- Ensure that report formats meet all accounting, federal, state, local, and district reporting requirements.
- Generate invoices pursuant to cooperative agreements including transportation, tuition, and shared staffing.
- Acquire and maintain a thorough knowledge of all laws, rules, regulations, and policies pertaining to the financial affairs of the District and interpret such information for the Boards and Administrations.
- Responsible for maintaining financial software.
- Performs other relevant duties as assigned by the Superintendent.

## **APPLICATION PROCEDURE**

Interested parties are encouraged to email a letter of interest, resume, collegiate transcripts, certification, references, and three letters of recommendation to:

Scott Riley, Superintendent  
Blissfield Community Schools  
[sriley@blissfieldschools.us](mailto:sriley@blissfieldschools.us)

### *Non-Discrimination Statement*

*The Board of Education does not discriminate on the basis of race, color, national origin, sex, (including sexual orientation or transgender identity), disability, age, religion, height, weight, marital or family status, military status, ancestry, genetic information, or any other legally protected category, (collectively, "Protected Classes"), in its programs and activities, including employment opportunities.*