



Director of Budget & Business Analysis

Founded by Detroit philanthropists George and Ellen Booth in 1904, the Cranbrook Educational Community is one of the world's leading centers of education, science, and art. Comprised of a graduate Academy of Art, contemporary Art Museum, House and Gardens, Institute of Science, and more than 1,600 students attending our Pre-K through 12 independent college preparatory Schools, Cranbrook welcomes thousands of visitors and students to its campus each year. Critics have called Cranbrook "the most enchanted and enchanting setting in America" and in 1989, it was designated a National Historic Landmark. The campus is located in Bloomfield Hills, Michigan, about 20 miles north of Detroit. For more, please visit our website: www.cranbrook.edu.

The **Director of Budget and Business Analysis** serves as a financial resource and analyst for the Chief Financial Officer (CFO), the Directors of Cranbrook Schools, CAA and CIS, as well as community department directors.

Specific responsibilities include, but are not limited to:

- Responsibility for development of the annual operating and capital budget and control, financial and management reporting (monthly Management Report and Projections) and related financial analysis
- Special grant and single audit reporting as well as maintenance and adherence to sound accounting principles and internal controls.

In addition to the duties outlined above, the Director of Budget and Business Analysis has primary responsibility for completing the Net Assets reconciliation to the financial statements in conjunction with the annual independent audit, and the completion of various audit and General Ledger account reconciliations and analysis as needed.

Requirements:

- Bachelor's degree with major in accounting required along with at least ten years of professional accounting work experience including financial statement reporting, budget development and monitoring, financial forecasting, and general ledger functions
- Experience must demonstrate a comprehensive working knowledge of the applications of these disciplines, and the ability to think and plan strategically to meet goals and objectives
- Financial acumen with an emphasis on developing business solutions is required
- Experience in both public accounting and private industry is preferred, but not required
- Knowledge of GAAP, fund accounting, non-profit accounting and Federal and State tax law is required
- Computer proficiency in spreadsheets, accounting and budget software, database and word documents is required
- Requires a valid Michigan driver's license with satisfactory driving record

Cranbrook offers competitive compensation and benefits that include medical, dental, life insurance, long-term and short-term disability, and retirement program with employer match. We also offer generous paid time off, 11 paid holidays and 3 floating holidays, employee discounts, and a unique environment in an educational setting that values collaboration.

For consideration, please submit a resume and completed Employee Application to: Cranbrook – HR, P.O. Box 801, Bloomfield Hills, MI 48303-0801, or fax (248) 645-3014. Applications and HR email address for submissions can be found on the Employment page of our website at www.cranbrook.edu/employment
(Please note that a fully completed employment application is required for consideration)