



JOB DESCRIPTION

JOB TITLE/ASSIGNMENT

<u>JOB TITLE:</u>	Director of Business Services
<u>REPORTS TO:</u>	Assistant Superintendent for Business and Operations
<u>CERTIFICATION REQUIREMENTS:</u>	Bachelor's Degree in a related field, Master's degree/CPA credentials preferred Minimum 3-5 years experience/background in finance and/or operations Any combination of education, work experience, and background will be considered Organizational skills Detail oriented
<u>WORK YEAR:</u>	12 month, Full Time

POSITION SUMMARY:

The primary purpose of this position ensures the smooth and efficient operation of the business office. Administer the district's budget and school business operations under the general direction of the Assistant Superintendent of Business and Operations and in accordance with state/federal regulations and Board policies.

RESPONSIBILITIES/DUTIES

ESSENTIAL JOB FUNCTIONS:

Finance:

1. Supervise the school business operations such as the audits, annual reports, state documents, etc.
2. Maintain district bond operations – maintain files, compute yearly budget, process wire transfers, etc.
3. Oversee student activity accounts.
4. Facilitate preparation for the year-end financial audit.
5. Oversee all banking functions, operational accounts and banking relationships.
6. Prepare cash flow projections for forecasting cash shortages, excess cash and/or borrowing and investment opportunities.
7. Prepare monthly financial reports for the Board of Education.
8. Responsible for investing excess cash on hand to maximize interest returns.
9. Assist in the annual budget development, long range financial planning, and levy requests.
10. Oversee grant spending and report state grants.
11. Prepare the annual capital asset report.

Operations:

1. Manage the business office calendar, meeting state and federal requirements/deadlines and special projects.
2. Manage district contracts, leasing agreements, and other contracted services.
3. Oversee district’s Free and Reduced Lunch programs.
4. Supervises business office support staff.
5. Prepares bid specifications.
6. Manage school fee process, including collection, deposits and reconciliation.
7. Oversee district registration and residency processes.
8. Oversee the procurement of supplies and capital equipment.
9. Assist in overseeing the food service program and department of transportation.
10. Perform other duties as may be necessary and assigned by the Assistant Superintendent for Business and Operations.

Skills Required:

1. Ability to perform several tasks concurrently under varying deadlines.
2. Ability to exercise tact, good judgment, and initiative in dealing with students, faculty and the public.
3. Ability to communicate clearly and concisely, both orally and in writing.
4. Ability to identify sensitive information and maintain the highest level of confidentiality.
5. Proficiency in Excel and Word.

PHYSICAL REQUIREMENTS

Ability to actively perform work in classroom, office, and other business and community settings. Ability to move freely and perform duties in numerous locations throughout the day (typically involving frequent standing, walking, sitting, bending, and lifting). Exposure to noise and activity of a school setting. Exposure to weather conditions. Ability to travel outside the district for a variety of meetings and conferences.

TERMS OF EMPLOYMENT

Newly hired Administrators will be placed on the Administrator Salary Schedule based on prior work experience that can be verified, that is recent (within the last ten years without an extended break in employment), and in a position of similar responsibilities. Benefits as determined and approved annually by the Board of Education.

ACKNOWLEDGMENT

THIS JOB DESCRIPTION IS INTENDED TO PROVIDE AN OVERVIEW OF THE REQUIREMENTS OF THE POSITION. AS SUCH, IT IS NOT NECESSARILY ALL INCLUSIVE, AND THE JOB MAY REQUIRE OTHER ESSENTIAL AND/OR NON-ESSENTIAL FUNCTIONS, TASKS, DUTIES, OR RESPONSIBILITIES NOT LISTED HEREIN. DISTRICT RESERVES THE SOLE RIGHT TO ADD, MODIFY, OR EXCLUDE ANY ESSENTIAL OR NON-ESSENTIAL REQUIREMENT AT ANY TIME WITH OR WITHOUT NOTICE. NOTHING IN THIS JOB DESCRIPTION, NOR BY THE COMPLETION OF ANY REQUIREMENT OF THE JOB BY THE EMPLOYEE, IS INTENDED TO CREATE A CONTRACT OF EMPLOYMENT OF ANY TYPE.

SIGNATURE _____

DATE _____

PRINTED NAME _____