

TITLE: DIRECTOR V, BUSINESS SERVICES

WORK YEAR: 12 Months

VACATION: 27 Days

REPORTS TO: Chief Business Officer,
Business Services & Governmental Relations

BASIC FUNCTION:

Under the direction of an assigned supervisor, plan, organize, control and direct the sound fiscal operations and activities of the District; provide diverse operating analyses; prepare, develop, monitor and revise the District budget; supervise and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES:

- Plan, organize, control and direct the budget development and monitoring, financial reporting and record-keeping, accounts payable and receivable, payroll, student attendance accounting and reporting, cash management and treasury functions, County and State reporting, labor negotiation analysis support, position control, and other special projects and activities of the Business Services Department.
- Provide diverse operating analyses to various users including the Board of Education, District personnel, oversight committees, the Department of Education, and the State.
- Participate in maintaining the District's general financial integrity by implementing sound fiscal plans, internal control systems, audit activities, and system conversion and integration.
- Prepare, develop, monitor and revise the District budget; prepare revised budget and monthly financial report for presentation to the Board; monitor District cash, debt and investments and prepare related reports.
- Train and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions.
- Review, audit and maintain financial records and assure accuracy; analyze audit reports.
- Monitor revenue limits, income and expenditures; provide information to the Deputy Superintendent regarding revenue limits, other State and Federal revenues, and expenditures of the District.
- Monitor mandated costs, receivables, Associated Student Body funds, average daily attendance and other costs.

- Provide technical expertise, information and assistance to the Deputy Superintendent regarding assigned functions; assist in the formulation and development of policies, procedures and programs; advise the Deputy Superintendent of trends or problems and recommend appropriate corrective action.
- Conduct research and analyze data to make or revise fiscal policies and procedures; design, recommend and implement changes in accounting systems and procedures.
- Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files related to assigned activities and personnel; submit or present reports to the Board, County Office or State as applicable.
- Communicate with other administrators, personnel and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information.
- Plan and implement special projects such as labor negotiation analysis, banking structure, financial and performance audits, charter school fiscal oversight, budget restructuring, financial software implementation and other special projects.
- Operate a computer and assigned software programs; operate other office equipment as assigned.
- Attend and conduct a variety of meetings as assigned.
- Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

- Planning, organization and direction of the Business Services Department.
- Principles, procedures and practices of school governmental accounting including auditing, budgeting, forecasting and fiscal control.
- County and State laws, regulations, reporting requirements for various funds and programs relating to school districts.
- Generally accepted accounting principles.
- Internal controls and audit procedures and practices.
- Development and administration and methods of reporting and processing financial data.
- Budget preparation and control.
- Oral and written communication skills.
- Principles and practices of administration, supervision and training.
- Interpersonal skills using tact, patience and courtesy.
- Operation of a computer and assigned software.
- Financial and statistical record-keeping techniques.

ABILITY TO:

- Plan, organize and administer the operations and activities of the Business Services Department.
- Administer budget and proper financial controls.
- Develop and evaluate procedures and processes.
- Train and evaluate the performance of assigned staff.
- Analyze and interpret data.
- Perform complex professional accounting and budgeting work.
- Analyze, interpret and administer laws and regulations relating to a school district.
- Analyze, interpret and prepare financial statements and reports.
- Communicate effectively both orally and in writing.
- Perform audits and analyze audit reports.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Establish and maintain cooperative and effective working relationships with others.
- Operate a computer and assigned office equipment.
- Analyze situations accurately and adopt an effective course of action.
- Meet schedules and time lines.
- Work independently with little direction.
- Plan and organize work.
- Prepare comprehensive narrative and statistical reports.
- Direct the maintenance of a variety of reports and files related to assigned activities.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: bachelor's degree in accounting, finance, business administration, public administration, public finance or a related field and five years' experience in a management position in the school business administration field. A master's degree or Certificate in School Business Management is preferable.

PHYSICAL

- Ability to push, pull, and transport instructional and/or presentation materials. Seeing to read a variety of materials.
- Ability to communicate so others will be able to clearly understand a normal conversation.
- Ability to understand speech at normal levels.
- Ability to bend, twist, stoop and reach.
- Ability to drive a personal vehicle to conduct business.
- Dexterity of hands and fingers to operate a computer keyboard.
- Hearing and speaking to exchange information and make presentations.

MENTAL:

- Ability to organize and coordinate schedules
- Ability to analyze and interpret data
- Problem solving
- Ability to communicate with the public
- Ability to read, analyze and interpret printed matter and computer screens
- Ability to create written communication so others will be able to clearly understand the written communication
- Ability to communicate so others will be able to clearly understand a normal conversation.

ENVIRONMENT:

- Indoor – frequently
- Outdoor – occasionally
- Ability to work at a desk and in meetings of various configurations.

WORKING CONDITIONS:

- Office environment
- Demanding time lines
- Subject to frequent interruptions and contact with other employees