

Auburn-Washburn USD #437 Job Description

Job Title: Director, Business Services

Job Code: 2220

Reports To: Superintendent

Summary

The Director of Business Services is responsible for overall financial operations of the district, including development and maintenance of annual budget and long range financial projections. The Director of Business Services is a member of the superintendent's Administrative Team and has a central role in school district planning and analysis of current programs, support systems, and expenditures.

Essential Duties and Responsibilities

- Manages all district business operations
- Maintains financial accounting records and operations
- Oversees money management and investments and bonds
- Prepares and manages budgets
- Serves as purchasing manager
- Facilitates bid and contract management and maintains related documentation
- Provides responsive customer service to district personnel
- Establishes and maintains cooperative relationships with patrons and business community
- Oversees risk management and district insurance programs
- Oversees financial planning and projections
- Oversees fringe benefit management
- Serves as treasurer of the Board of Education, if appointed by the Board
- Responsible for the overall direction, coordination and evaluation of business operation, information management, purchasing, payroll, and accounts payable
- Coordinates administrative computer systems
- Oversees technology coordinator and technology department
- Interviews, hires, and trains business office employees; plans, assigns, and directs work; and appraises performance
- Supervises the management of the financial affairs of the individual schools
- Assumes responsibility for budget development and long-range financial planning
- Establishes and supervises a program of accounting adequate to record in detail all money and credit transactions
- Supervise all accounting operations, ensures compliance with statutory requirements, and maintains internal financial controls
- Addresses and resolves complaints and concerns of district staff regarding business operations
- Acts as payroll officer for the district
- Supervises the collection, safekeeping, and distribution of all funds
- Manages the district's real estate and insurance programs
- Administers a budget control system for the district
- Acts as advisor to the superintendent on all questions relating to the business and financial affairs of the district

- Interprets the financial concerns of the district to the community
- Supports the District's educational mission for all students and implements all Board regulations and policies in a fair and equitable manner
- Performs other tasks and assumes other responsibilities as the superintendent or designee may assign

Supervises

Supervises accounting and payroll employees and Coordinator of Technology and staff members designated by the Board of Education or superintendent. Carries out supervisory responsibilities in accordance with organization's policies and applicable laws.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Certificates/Licenses/Endorsements/Registrations

C.P.A. preferred

Registered School Business Official/Administrator with the Association of School Business Officials International preferred

Education and/or Experience

B.S. in Business Administration (emphasis in accounting preferred)

Five to ten years experience in areas of responsibility

Registered School Business Official/Administrator preferred

Background in Kansas school finance preferred

Language Skills

Ability to read, analyze, and interpret general educational reports, professional journals, technical procedures, and regulations. Ability to effectively present information and respond to questions from groups and individuals. Ability to write clearly; keep detailed records; effectively produce reports, letters, and memoranda; and to carry out complex tasks. Ability to communicate clearly and concisely both in oral and written form.

Mathematical Skills

Ability to work with mathematical concepts such as probability and statistical inference.

Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

Reasoning Ability

Ability to solve practical problems and to deal with a variety of variables. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Professional Conduct

Employee is required to maintain a high standard of professional conduct. Breach of said professional conduct includes, but is not limited to: neglect of duty, dishonesty, engagement in acts that are contrary to district policy, unlawful activities, or any other conduct which is seriously prejudicial to the school system.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to walk, sit, talk, and hear. The employee is frequently required to stand and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, depth perception, and the ability to adjust focus. The employee is required to interact with staff and to meet demands from several people. The employee is responsible for the work output of others. On occasion, the employee may be required to work extended hours.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet

Evaluation

Performance of this job will be evaluated in accordance with provisions of the Auburn-Washburn Board of Education policies

Terms of Employment

Salary and work year to be established by the Auburn-Washburn Board of Education

Date Approved by the Auburn-Washburn #437 Board of Education: August 1, 2005