

RIM OF THE WORLD UNIFIED SCHOOL DISTRICT

TITLE

Director, Business Services

CLASS DEFINITION

Under direction serves as administrator of the fiscal division; serves in an ombudsman capacity for all divisions of business services as assigned by the Chief Business Official; and provides other related work as required.

QUALIFICATIONS

- Experience: Four years of responsible accounting, budgeting and fiscal record keeping experience in a school district in California; supervision over accounting, purchasing, and fiscal record keeping operations.
- Education: B.A./S. Degree in Business Administration or equivalent experience with a major in accounting, computer science or related field.
- Skills: Must have a comprehensive knowledge of the laws and regulations governing public school finance; including budget, accounting and fiscal reports, fiscal analysis techniques, audit standards and controls and principals and practices of school accounting. Must have the ability to utilize goal-setting standards; plan, organize and schedule work assignments to meet school district needs and timelines, communicate effectively and work cooperatively with management and other school district personnel.

SUPERVISION FROM

Chief Business Official

SUPERVISION OVER

Such business office personnel as the Chief Business Official may assign either temporarily or regularly.

TERMS OF EMPLOYMENT

Work Year: 225 days

Length of Work Day: Eight hours per day, exclusive of lunch period.

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Salary Range: Placement on Classified Management Salary Schedule.

ASSIGNED RESPONSIBILITIES

1. In the absence of the Chief Business Official, serves on his/her behalf in an effective manner.
2. Effectively administers the budget development and financial accounting and reporting of the district.
3. Oversees preparation and maintenance of standard equipment and supply lists.
4. Provides principals helpful assistance pertaining to the control, accounting and reporting of student body and other funds maintained by the schools.
5. Manages the annual audit of school district accounts and reports.
6. Supervises the timely preparation and submission of all claims relating to federal financial assistance for current operational expenses, material expansion and/or special projects.
7. Appropriately evaluates the performance of staff members directly assigned to the Director, Business Services.
8. Develops and effectively administers programs to determine the cost effectiveness of educational programs including those specially funded.
9. Instructs, trains and supervises personnel assigned to the business office in a professional manner in accordance with procedures outlined in pertinent state, county and district administration directions.
10. Appropriately interprets and administers contracts for both classified and certificated personnel as they relate to designated business office responsibilities.
11. Periodically updates the archives.
12. Coordinates information systems/technology activities.
13. Reviews attendance reports.
14. Oversees the purchase, inventory, distribution and control of supplies and equipment as well as the disposition of obsolete and surplus equipment.

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15. Maintains the personnel database for administration and site use.
16. Assists in the screening and selection of new business office employees.
17. Represents the district in contract negotiations with classified personnel.
18. Monitors and researches the effectiveness of employee health benefit plans.
19. Performs other related duties as directed.

Board Approved: 2/10/98
Revised:

