

Monticello Public Schools
ISD #882
JOB DESCRIPTION

Position Title: Director of Business Services

Department: Finance

Exempt Status: Exempt

Reports To: Superintendent of Schools

Date: December 13, 2016

Approval: Assistant Superintendent

JOB SUMMARY: Responsible for effectively and efficiently planning, organizing, directing, and managing the District's fiscal resources and business services to ensure the best possible education system.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

25% Financial Planning and Budgeting

- A. Prepares enrollment projections, long-range plans and forecasts pertinent to the financial needs of the district.
- B. Directs, develops and monitors the annual preliminary and revised school district budgets as required by statutes and in accordance with district goals.
- C. Enters budget in computerized accounting system.
- D. Monitors and reviews the budget throughout the year.
- E. Provides communication to administrative team, board and public regarding budget through monthly or quarterly updates.
- F. Prepares information and cost analysis for district functions, such as construction planning, purchasing, and negotiations.

25% Accounting and Finance Functions

- A. Responsible for proper and accurate accounting of all receipts and expenditures according to the State's Uniform Financial Accounting Report System and compliance with district policy.
- B. Develop accounting practices and overall internal controls in the collection, safekeeping, and distribution of all funds according to generally accepted accounting principles.
- C. Supervises and monitors cash flow, investment of district funds and collateral on district accounts in accordance with state statutes and school board policy.
- D. Prepares annual levy information and organizes and presents annual Truth in Taxation hearing.
- E. Implement and monitor a fixed asset system.

20% Business Services

- A. Administers the district's employee benefit programs, including medical, dental, flex spending, life, disability, 403b, and worker's compensation.
- B. Manages the district's insurance program for property, casualty, and liability.
- C. Monitors the free and reduced price federal lunch program and verification process.
- D. Oversight of food service operations, financial procedures, and contracts.

- E. Manages the process of requesting bids for purchases as required by law, including the development of specifications, advertisement for bids, opening of bids, and recommendation of lowest responsible bidder.
- F. Coordinates the district's 10 year deferred maintenance plan.

15% Annual Audit & State and Federal Reports

- A. Directs, plans, and completes all accounting necessary for annual school district audit.
- B. Prepares audit entries and work papers.
- C. Implements external auditor's recommendations.
- D. Responsible for the preparation of reports required by state and federal agencies that relate to the fiscal operations of the district.

10% Administration

- A. Plans, supervises, evaluates, and directs the work of the Business Office.
- B. Directs district support services through the food service and buildings and grounds directors.
- C. Attends administrative team meetings, various committee meetings and School Board meetings that promote sound fiscal policy for the school district.
- D. Participates in negotiations on behalf of the district.

5% Professional Development

- A. Maintain active memberships in professional organizations.
- B. Attends meetings, in-services, workshops and conferences as required.

Performs other duties as assigned or requested.

WORK REQUIREMENTS AND CHARACTERISTICS:

Education/Certification Requirement:

- Bachelor's degree in accounting or business.
- CPA preferred but not required.

Experience:

- Three or more years of accounting experience preferred.
- Previous school finance experience preferred.

Essential Skills Required to Perform the Work:

- Knowledge of office practices.
- Knowledge of computer programs/data processing.
- Knowledge of data management.
- Knowledge of UFARS.
- Knowledge of generally accepted accounting standards.
- Knowledge of state and federal reporting guidelines.
- Knowledge of records retention schedule.
- Proficiency in operating computer hardware and software applications.
- Working knowledge of building/department programs.
- Good human relations skills.
- Project management skills.

- Ability to communicate effectively.
- Ability to inter-relate with others and present a positive interaction with public, peers and administration in all communications.
- Office organizational and time management skills.
- Ability to maintain confidentiality in all aspects of the job.

Machines, Tools, Equipment, Electronic Devices, and Software Required:

- Operates office equipment including computer, printer, scanner, calculator, copier, multi-line phone system, facsimile, postage meter.
- Proficiency or ability to learn various software applications.

Supervision of Other Employees:

- Supervises district office staff and coordinates with directors regarding the supervision of food service and buildings and grounds staff.

Physical Job Requirements:

- Position requires regular periods of sitting at computer.
- Position involves occasional stooping.
- Position involves frequent repetitive motion in performing tasks.
- Position involves frequent fingering keys on word processing equipment and 10 key calculators.
- Position involves occasionally lifting up to 25 pounds.
- Position involves listening, speaking clearly and visual activity.

Mental Job Requirements:

- Position requires organizing and prioritizing tasks in order to meet deadlines.
- Position requires attention to detail and need for accuracy.
- Position requires the ability to do high-level problem solving.
- Position requires basic proficiency in technology.
- Position requires multiple tasking while dealing with constant interruptions.
- Position requires courteous customer service relations.
- Position involves exercising confidentiality in handling School District information.
- Position requires working collaboratively with office and district staff to accomplish the goals of the district.

Working Conditions:

- Normal office conditions.
- May travel during work schedule.

Job Outcomes:

- Projects a positive, cooperative and respectful attitude with students, parents, other employees and community members.
- Manages all financial aspects of the district and makes fiscally sound decisions.
- Processes information accurately and efficiently in a timely manner that contributes to the effective and efficient operation of the office.
- Maintains accurate and up-to-date records to help ensure that the district properly meets financial requirements set by state and federal guidelines and district policies and procedures.
- Maintains confidentiality, security, and accuracy regarding all district records.
- Provides the school board and administration with accurate budgetary and financial information for decision making.

This description describes the general nature and work expected of an individual assigned to this position. Employees may be required to perform other job-related duties as requested by their supervisor. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.