

**DIRECTOR OF BUSINESS SERVICES
2021-22 SCHOOL YEAR**

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| FLSA Status | Exempt |
| Work Calendar | 260 |
| Salary | Commensurate with education and experience |
| Location | Central Office |
| Reports To | Assistant Superintendent – CFO/COO |

Primary Objective:

Assists the Assistant Superintendent-Chief Financial Officer/Chief Operations Officer in maintaining efficient and effective business department operations

Essential Functions:

- Assists in the preparation and management of the district budget
- Supervises the Business Office operations including accounts payable, accounting, purchasing and payroll
- Prepares the school district’s annual report (ASBR) and any other reports required by local, state, and federal laws
- Monitors the recording of accounting transactions, ensures that receipts and disbursements are controlled and properly recorded, interprets financial data for proper recording, and relates transactions to approved budgets
- Develops and designs various control procedures as they relate to the tools of control-budget, expenditures, audits, and various other reports
- Manages the investment program for the district
- Directs the establishment of an internal audit program
- Coordinates and oversees the annual external audit for the district
- Serves as district liaison on the CSD insurance trust advisory board
- Informs the Asst Superintendent/Chief Financial Officer/Chief Operations Officer of the status of relevant business operations and prepares reports as requested
- Provides salary and fringe benefit projections and other fiscal information that affect the meet and confer process
- Serves as ex-officio member on the district’s finance advisory committee
- Assists with the in-service training of principals, teachers, and support personnel in relation to business policies, procedures and reports when necessary for the efficient management of the school district
- Reviews and approves purchases and bids for equipment, supplies, and materials in accordance with board policy and state statute
- Attend and/or present at Board meetings
- Performs other duties as assigned

Qualifications:

- Bachelor's degree in accounting or related field required
- Master's degree preferred
- Certified Administrator in School Finance and Operations (SFO) preferred
- CPA preferred
- Three years' experience in school finance preferred.