

WICKENBURG UNIFIED SCHOOL DISTRICT  
 JOB TITLE: DIRECTOR OF BUSINESS SERVICES  
 LOCATOR: 4.1

<b>Position Type: Exempt</b>	<b>Department: Administrative</b>
<b>Salary Schedule: N/A</b>	<b>Reports to: Superintendent</b>
<b>Salary Range: Negotiated</b>	<b>Location: District Office</b>
<b>Term of Employment: Admin Calendar</b>	<b>Date: 10/3/2011</b>
<b>Shift: Day</b>	<b>Approved by: Human Resources</b>

**POSITION SUMMARY:**

To administer the business affairs of the district in such a way as to provide the best possible educational services with the financial resources available.

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below 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.*

**ESSENTIAL FUNCTIONS:**

- Acts as advisor to the superintendent on all questions relating to the business and financial affairs of the district;
- Responsible for the budgetary control, financial reporting, bookkeeping and other duties of the school district;
- Develops, establishes, and refines the general program for the departments of technology, maintenance, food services and transportation;
- Assists the school district staff members in understanding regulations, policies and procedures relating to school finance, including the development of financial reports to proper state and federal agencies;
- Arranges for and supervises preparation, publication and distribution of budget as approved by the superintendent and the board;
- Implements within the school district the Uniform System of Financial Records prescribed by the Arizona Auditor General and the State Board of Education, assuring the district is in compliance;
- Prepares monthly reports to the proper staff officials concerning the status of their budgetary accounts to guard against the overspending of any budgeted account;
- Sets up new year procedures, including budget;
- Reconciles cash and expenditures at the end of each month in all funds;
- Assures that the food service department has the staff and funding available to provide quality meals for district students;
- Monitors all cafeteria accounting; prepares and submits federal reimbursement claims, commodity inventory reports and reconciles cafeteria funds and deposits monthly;
- Prepares monthly expense reports and other financial statements for the Administrators, Superintendent and Governing Board;
- Obtains information, data and computer application/reporting forms that are necessary to fulfill the requirements in the development and completion of all federal and state application/reporting forms;
- Assists in the execution of enacted budget, including the recommendation of administrative controls where required;
- Takes the lead in developing improvements in the financial management of the school system, including budget methods, format and presentation;
- Arranges for the internal auditing of school accounts and reconciles all bank accounts maintained by the Board;
- Acts as payroll officer for the district;
- Helps interpret the financial concerns of the school district to the Governing Board and to the community;
- Monitors all purchase requisitions to determine correctness of information, price extensions, coding information and so on;
- Prepares all bid documents including notice to bidders, specifications and form of proposals;

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- Purchases by competitive bidding, by written and verbal quotations, and by negotiation, items of supply and equipment necessary for the operation of the school district;
- Provides necessary research for successful wage and salary administration;
- Reviews and approves for payment bills submitted by building contractors, testing laboratories, consulting engineers and surveying firms through the contract architect;
- Manages the district's insurance programs;
- Receives and maintains insurance policies secured by contractors, and verifies appropriate coverage for public liability, property damage, fire and workman's compensation;
- Coordinates, processes and controls transfers of budgeted funds as recommended by program directors to the superintendent and approved by the Governing Board;
- Assists the superintendent in conducting special elections;
- Communicates with the Department of Education, County School offices, taxpayers and other parties concerned with school district affairs;
- Reviews and approves all expense vouchers and payroll vouchers for payment;
- Reviews attendance reports, sends copies pertinent to tuition-paying school districts and transmits total reports to the Department of Education;
- Reviews and approves injury reports/claims with the State Compensation Fund;
- Accepts from the superintendent such responsibilities as the superintendent chooses to delegate to him, and assumes full responsibility for discharging them;
- Complies with all rules, regulations and policies of the Governing Board.

### **SUPERVISORY RESPONSIBILITIES:**

- Supervises staff as assigned.

### **OTHER SKILLS/ABILITIES/KNOWLEDGE/ WORK STYLE:**

- Ability to work effectively under time constraints;
- Must be detail-oriented and self-motivated;
- Must demonstrate flexibility, common sense, and good judgment;
- Must demonstrate an extremely high regard for confidential and sensitive information;
- Completes assigned tasks and projects in a competent and timely fashion;
- Must have excellent knowledge of computer software programs (Excel);
- Conscientiously fulfills responsibilities and follows directives by meeting deadlines;
- Responds promptly to questions and requests, seeking assistance when appropriate;
- Develops positive working relationships with school staffs and district office staff;
- Must maintain well-groomed appearance;
- Demonstrates a personal professional code of ethics;
- Must be able to comply with District's attendance standards as described in established guidelines.

### **CERTIFICATES, LICENSES AND REGISTRATION REQUIRED:**

- Must hold an Accounting, Business or Finance degree;
- Must have authorization to work in the United States as defined by the Immigration Reform Act of 1968;
- Must be able to pass a fingerprint clearance and background check or maintain a current Fingerprint Clearance Card.

### **EDUCATION AND/OR EXPERIENCE:**

- At least three years experience in business procedures;
- Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

### **COMMUNICATION SKILLS:**

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- Communicates effectively with the superintendent, school Board members, administrators, and other stakeholders;
- Excellent oral and written skills.

### **MATHEMATICAL SKILLS:**

- Ability to add, subtract, multiply, and divide in all units of measure using whole numbers, common fractions, and decimals.

### **REASONING ABILITY:**

- Demonstrates the ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists;
- Able to read and interpret a variety of instructions and data furnished in written, oral, diagram, or schedule format.

### **PHYSICAL DEMANDS:**

- Regularly required to sit, stand and reach with hands and arms, talk or hear and taste or smell;
- Frequently required to use hands to finger, handle, or feel objects, tools, or controls;
- Must be able to walk, and climb or balance, stoop, kneel or crouch;
- May regularly lift and /or move up to 20 pounds;
- Must have close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

### **ENVIRONMENTAL CONDITIONS:**

- The noise level in the work environment is usually moderate;
- 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.

**EVALUATION:** Annual evaluation by Superintendent in accordance with Board Policy.

### **COMMENTS:**

*This job description is intended to be representative of the work performed by employees in this position and is not all-inclusive. The omission of a specific duty or responsibility will not preclude it from the position if the work is similar, related, or a logical extension of position responsibilities as defined by the supervisor.*

*This is a temporary management guide tool, subject to change.*

Reviewed / agreed to by \_\_\_\_\_

Date \_\_\_\_\_

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