

DIRECTOR OF BUSINESS AND EMPLOYEE SERVICES

AD36

QUALIFICATIONS:

Bachelor's degree with major coursework in accounting or closely related field.

Additional emphasis in business and human resources management.

Five years accounting and general ledger experience; governmental accounting experience preferred.

Three years of supervisory experience.

CPA designation preferred.

Certification of good health.

REPORTS TO: Assistant Superintendent of Schools, Business Services

ESSENTIAL FUNCTIONS:

Manages and directs full range of business and employee services to support the educational process of the district including the following general areas of responsibility: Administration of benefits, classification and compensation; acts as a resource to District personnel in any personnel issue; acts a representative of the District in various community groups, forums and consortiums; Demonstrate the ability to use print and non-print communication devices such as telephone, computer, copier, and other related equipment.

Maintain working knowledge of software and hardware requirements associated with the position. Maintain thorough understand of district accounting procedures and Board of Education policies and procedures related to the job description. Demonstrate the ability to perform task at a computer terminal, keyboard, and work station. Perform tasks in a seated position for long periods of time. Demonstrate the ability to perform minimal lifting task, sorting tasks, and filing tasks. Maintain confidentiality in all matters; serves as a member of the District Leadership Team.

RESPONSIBILITIES:

- Assist in the implementation of Board of Education policies related to general operation of the district and its personnel.
- Collaborates with other administrators in the determination of needs for full time equivalency positions, job descriptions, and relevant qualifications.
- Oversees the hiring process to insure use of proper hiring procedures for both licensed and classified positions.
- Oversee the licensing, evaluation, retirement and termination processes and relevant revisions.

- Coordinates and/or facilitates the effective implementation of payroll, tax reporting, PERA reporting, individual employee insurance coverage, all types of leave, workers' compensation, and unemployment and will serve as head of the District's Employee Insurance Committee.
- Serves as coordinator for Title IX, grievances, harassment, discrimination issues, and other personnel related issues.
- Ensures all local, state, and federal reports, as may be required are completed; such e-rate, grants, CDE and other financial reporting.
- Communicates effectively with personnel and community. Acts as a resource for and liaison with district staff on personnel matters.
- Manage Business Services Department including evaluating department personnel, holding staff meetings, and making day-to-day decisions that affect the department. Consult supervisor as appropriate on large issues needing assistance.
- Perform cash management duties, including making necessary transfers, to maximize interest earnings for the district. Consult supervisor regarding recommended investment strategies.
- Maintain and manage the general ledger including posting of journal entries, balancing of accounts, month-end closing procedures, coding and processing of cash receipts, maintaining accounts receivable, scholarship funds, fuel facility, and others as required.
- Assist supervisor with monthly financial reporting to the Board of Education. Ensure appropriate monthly reporting to schools, departments and charter schools.
- Coordinate the district's annual fixed asset inventory, review reports and prepare necessary posting and documentation for audit.
- Assist with budget preparation, budget monitoring, and audit preparation as may be assigned by supervisor.
- Liaison to charter school business manager on issues or questions as may arise.
- Maintain Capital Reserve and Insurance Reserve project and claim files including reviewing activity with approved budget and necessary insurance documents.
- Attend local and state meetings as appropriate for position.

- Manage the district's deferred compensation plans which include 403(b), 401(k), 457 and other plans. Communicate with vendors as necessary. Review annual contribution limits.
- Maintain proper software packages for appropriate business office functions. Review data systems and make recommendations to supervisor as appropriate.
- Other duties as may be assigned by supervisor.

TERMS OF EMPLOYMENT:

At will employee. Work year and salary to be established by the Board of Education. Shall receive the benefits of sick leave, retirement and the usual policies which apply to classified personnel. Vacation time established by Board policies.

EVALUATION:

Performance of this job will be evaluated annually in accordance with provisions of the Board's policies which apply to classified personnel.

ADOPTED: June 2008