

ASSISTANT DIRECTOR-BUSINESS SERVICES

Purpose Statement

The job of Assistant Director-Business Services was established for the purpose/s of supervising, analyzing, approving and evaluating all data prepared by others prior to entering the District accounting system; maintaining financial operations, ensuring revenues and expenses are within budget limits and overall fiscal policies and/or regulations meet compliance requirements; maintaining accurate account balances; evaluating feasibility of services within budget parameters; determining budget allocations and implementing the decisions of all schools/divisions/departments; ensuring efficient use of financial resources; and providing financial guidance and recommendations to the Superintendent and/or Board; and communicating cooperatively with State, County officials, external auditors and a variety of vendors concerning financial matters of the District.

This job reports to Superintendent

Essential Functions

- Analyzes contracts and projects (e.g. transportation services, student projects, etc.) for the purpose of determining feasibility of service within budget parameters, making recommendations and/or maximizing use of funds.
- Analyzes, evaluates and approves all data prepared by others for the purpose of ensuring accuracy, consistency and adherence to established internal policies and procedures prior to processing into the District accounting system.
- Assists auditors for the purpose of providing required information and coordinating necessary project activities.
- Assists in preparing annual budget, including working with program administrators in developing and maintaining program budgets for the purpose of ensuring fiscal solvency, and providing for internal audit of services and documentation as required by district, state and federal guidelines.
- Implements reporting and processing procedures and internal controls for the purpose of maintaining accurate records and complying with the Uniform System of Financial Record keeping, district policies and other regulatory requirement.
- Informs personnel and/or vendors regarding a variety of procedures and program requirements for the purpose of providing necessary information for completing transactions, taking appropriate action and/or complying with established fiscal guidelines.
- Maintains a wide variety of fiscal information, files and records (e.g. accounts payable, accounts receivable, contracts, grants, etc.) for the purpose of providing an up-to-date reference and audit trail for compliance.
- Monitors fund and account balances of assigned programs and related financial activity for the purpose of ensuring that allocations are accurate, related revenues are generated, expenses are within budget limits and/or fiscal practices are followed.
- Participates in meetings, workshops and seminars as assigned for the purpose of conveying and/or gathering information required to perform functions.
- Performs personnel administrative functions (e.g. hiring, training, supervising, evaluating, providing professional development opportunities, etc.) for the purpose of maintaining adequate staffing, enhancing productivity of personnel and ensuring department/program outcomes are achieved.
- Prepares a wide variety of written materials (e.g. procedures, reports, memos, letters, etc.) for the purpose of documenting activities, providing written reference, conveying information, and complying with financial, legal and/or administrative requirements.
- Presents information on a variety of topics for the purpose of communicating information, gaining feedback and ensuring adherence to established internal controls.
- Processes a wide variety of fiscal information for the purpose of updating information and/or authorizing final action in compliance with accounting requirements.
- Provides technical expertise and direction regarding accounting issues and related activities for the purpose of conveying pertinent information to appropriate parties.

- Recommends policies, procedures and/or actions on issues that relate to accounting functions for the purpose of providing direction and/or decision making.
- Researches a variety of topics for the purpose of providing information, recommendations, and/or addressing administrative requirements.
- Researches discrepancies of financial information and/or documentation (e.g. purchase orders, invoices, etc.) for the purpose of ensuring accuracy and adhering to procedures prior to processing for action.
- Supervises assigned personnel for the purpose of ensuring department functions are performed efficiently and in conformance with regulatory guidelines.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including using pertinent software applications; performing accounting procedures; performing standard bookkeeping; planning and managing projects; preparing and maintaining accurate records; analyzes several individual's responsibilities, work load and productivity; and applying pertinent laws, codes and regulations.

KNOWLEDGE is required to perform advanced math; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: principles and procedures of governmental accounting, auditing, financial record keeping, reporting, supervision, training and performance evaluation; modern office procedures and methods; pertinent codes, policies, regulations and/or laws; accounting/bookkeeping principles; standard office equipment; computer software application used in a business office environment; business telephone etiquette, multi-function phone systems; key boarding; modern office practices; and record keeping procedures.

ABILITY is required to schedule a number of activities, meetings, and/or events; often gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize a variety of job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is limited. Specific ability-based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; maintaining confidentiality; meeting deadlines and schedules; working with detailed information/data; adapting to changing work priorities; being attentive to detail; setting priorities; working with frequent interruptions; and displaying tact and courtesy.

Responsibility

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; managing a department; and supervising the use of funds for multiple departments. Utilization of some resources from other work units may be required to perform the job's functions. There is some opportunity to impact the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity. Generally the job requires 75% sitting, 10% walking, and 15% standing. This job is performed in a generally clean and healthy environment.

Experience Job related experience with increasing levels of responsibility is required.

Education Bachelors degree in job related area.

Equivalency None Specified

Required Testing

None Specified

Certificates & Licenses

None Specified

Continuing Educ. / Training

None Specified

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Exempt

Approval Date

07/01/2013

Salary Grade

Exempt 81X

I HAVE READ AND UNDERSTAND THE SCOPE OF THE JOB AND HOLD THE MINIMUM REQUIREMENTS:

Employee Name (Please Print): _____

Employee Signature: _____ Date: _____