

IMPERIAL UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION

JOB TITLE: Director of Business Services

CL:MGMT CONF-3

Job Purpose Statement: In accordance with board policy, state and federal codes and regulations, and directions from the District Superintendent, this position is responsible for all financial processes, procedures and transactions in the district. This position is directly responsible to the District Superintendent and is the highest level financial management position in the district, and therefore, assumes supervisory functions over other employees performing duties related to financial matters. This is a “confidential” position meaning any employee who is required to develop or present management positions with respect to employer-employee relations or whose duties normally require access to confidential information that is used to contribute significantly to the development of management positions.

DUTIES:

BUDGET AND ACCOUNTING

- Supervises staff members assigned to Business Services; coordinates the activities of other staff members in the areas of Accounts Payable, Payroll, ASB accounting, and Cafeteria accounting.
- Plans organizes, directs, and administers the accounting, budgeting, internal and external audits, payroll, purchasing, and activities of the Business Services Department pertinent to maintaining accounting procedures to record in detail all transactions affecting receipts and disbursements of all the non-restricted, restricted, and student body funds of the District.
- Maintains and monitors records of inventory of equipment purchased by the District and the records necessary to prepare the GASB 34 reports.
- Plans, develops, implements, and monitors budgetary procedures for all non-restricted and restricted funds including preparation and presentation of the annual Adopted and Unaudited Actual Budget Reports and Periodic Interim Reports to ensure the fiscal integrity of the District.
- Assures that adequate documentation exists to substantiate appropriateness and authenticity of all financial transactions.
- Informs the Superintendent and the Board of all adjustments in income or expenditures.
- Advises district personnel concerning financial procedures, funds available, and other financial matters regarding the accounting and disbursement of funds.

CATEGORICAL PROGRAMS

- Monitors, interprets, and evaluates federal, state, and local legislation, codes, and regulations to ensure compliance in the assigned areas of responsibilities.
- Prepares and monitors all categorical budgets and prepares categorical financial reports.

NEGOTIATIONS

- May participate as a member of the Governing Board’s negotiating team in classified and certificated employee relations. Provides the Superintendent, Board and negotiating team with fiscal information and projections for negotiations including salary and benefit projections.
- Prepares AB 1200 and budget reports pertaining to negotiations as required.

FACILITIES

- Prepares reports, including financial reports, necessary for the administration of school facility projects as required by the Office of Public School Construction.
- Coordinates and prepares accounting for all building funds including: Capital Facilities Fund, State School Building Fund, District General Obligation Bond Funds and Special Reserve for Capital Projects.
- Coordinates funding for capital projects from the various District funds and the State School Facilities funding.
- Works with the Superintendent on mitigation for facilities funding.
- Prepares cost worksheets for school facility mitigation payments when required for issuance of building permits.
- Coordinates and maintains the control for the Community Facilities District funds administered by the City of Imperial.

- Assists the District Superintendent in working with developers regarding fees, potential school sites and etc.
- Coordinates and reviews drafts of the Developer Fee Study, School Facility Needs Analysis and the Facility Master Plan.
- Prepares Annual and Five Year Reportable Fees Report and the Annual Routine Restricted Maintenance Plan.

FISCAL

- Coordinates, monitors and supervises pupil attendance accounting, including preparation of all state attendance reports
- Coordinates and monitors the fiscal areas of risk management and insurance programs for the District, including liability, property, workers' compensation, unemployment, comprehensive health programs and deferred compensation.
- Provides administrative direction for the purchase of materials, supplies and equipment for the District, including bids, quotations and specifications.
- Monitors contracts and vendors to ensure that proper bidding procedures are followed and products and services are appropriately received.
- Checks and verifies that data entries are correct and processes corrections as needed.
- Composes, edits, and prepares or supervises the preparation of correspondence, special reports, documents, and other materials independently or from brief verbal and written instructions.
- Provides administrative direction for the utilization of data processing systems for fiscal development and control.
- Coordinates the activities of the Fiscal Services Division with other districts and the county office of education.
- Plans, organizes, and coordinates with Site Principals and Supervisors of the Maintenance, Operations, Transportation, Technology, and Cafeteria Programs regarding fiscal issues in their areas.

GENERAL

- Attends meetings of the Governing Board and Superintendent's cabinet to advise and recommend on matters relative to assigned areas of responsibility.
- Exercises considerable independent, judgment in solving work problems which require knowledge of district, rules, policies, procedures, and programs.
- Assists in the selection and training of district office personnel.
- Assumes responsibilities both confidential and general, of other administrative office personnel in their absences.
- Provides direction and evaluation of the job performance of assigned personnel.
- Establishes and maintains effective communications and working relationships with federal, state, county, city, and local school district officials relative to assigned areas of responsibility.
- Performs other duties as assigned by the Superintendent.

MINIMUM QUALIFICATIONS

KNOWLEDGE: Pertinent laws, rules, and policies on financial transactions as they pertain to governmental and school district accounting; Methods practices, and terminology used in financial record keeping; Good knowledge of basic principals of accounting and auditing; Good command of the English language, both oral and written; Knowledge of data processing.

ABILITY: Familiarity with school district organization, educational objectives, and applicable codes; Data processing coding and input ability; Rapid arithmetical computations with accuracy; Maintenance of ledgers and ability to close books accurately; Compile and analyze financial and statistical data; Interpret complicated written instructions and use good judgment in determining methods of application; Perform repetitive tasks with a high degree of accuracy and attention to detail; Ability to work tactfully, effectively, and courteously with people contacted in the course of work; Ability to communicate

and work effectively with professional staff members, parents, and the public; Use of good judgment in planning and organizing the work load.

EXPERIENCE: The skills, knowledge, and abilities listed above would typically be acquired through attaining five years of increasingly responsible and successful experience in financial record keeping, at least four years of which have been in a school district accounting office involving some responsibility for independent activities; Equivalent combinations of training and experience which includes some specialized training in accounting combined with technical bookkeeping and school district experience are preferred minimums.

EDUCATION: Bachelor's degree in accounting, finance, business or other related field highly desirable or a minimum of five years of closely related business and/or accounting experience preferably as a Chief Business Official of a California School District.

NORMAL TERMS OF SERVICE

Eight hours per work day, twelve months per year.

IMMEDIATE SUPERVISOR

Superintendent
Assistant Superintendent

REPORTING SUPERVISOR

Superintendent
Assistant Superintendent

REVIEWING OFFICER

Superintendent
Assistant Superintendent

Revised: 6/19/08