

Business Office

Executive Director of Business Services

Dept/Div: *Business Office*

FLSA Status: *Exempt*

General Definition of Work

Performs complex professional work leading and supervising administrative staff in Finance and Human Resource departments; overseeing finance department functions directing and coordinating long-range financial planning, and related work as apparent or assigned. Work is performed under the limited supervision of the Superintendent. Continuous supervision is exercised over those assigned.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function 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

Leads and supervises administrative staff in Finance and Human Resource departments; manages all training for staff that use the finance software and UFARS coding; coordinates long-range facilities planning, construction, remodeling, leasing and space needs evaluation.

Develops, implements and evaluates policies, procedures, practices, results and objectives; prepares and presents board agenda items and reports.

Leads the coordination of district operational services initiatives; ensures timely completion of the district's financial audit and implementation of any changes and needed adjustments.

Leads and manages Human Resource department functions including: district's insurance and wellness programs; contract interpretations and labor negotiations, and facilitates insurance committee.

Manages district employee union and non-union negotiation meetings, and provides all costing models and scenarios for assisting the superintendent and board in a final contract settlement.

Oversees finance department functions directing and coordinating long-range financial planning; directs and communicates budget assumptions, processes, and procedures to all stakeholders, supervises the review and approval of all expenditures, coordinates the development and monitoring of the district annual budget.

Develops structure and staffing models, hires, trains, mentors, and manages department staff; communicates and monitors accountability chains, manages department staff and workflow to accomplish department and organizational goals; leads and models a culture of customer service that includes proactive and innovative problem solving, and; ensures prompt incident resolution.

Serves as a liaison with other operating units, agencies, and outside officials related to business services.

Represents the school district in all aspects of school district finance, including: preparation and presentation of fiscal reports and bonding, levy, and investment recommendations to the school board; serves as a resource for member districts in fiscal matters between district and member districts.

Manages and leads the district's risk management programs to effectively manage risk exposure and potential liability; continual monitoring of the district's financial processes and operations; periodic evaluation of all risk management insurance programs: liability, work comp, unemployment, and health.

Performs other duties of a comparable level or type.

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Knowledge, Skills and Abilities

Thorough knowledge of office management techniques and equipment; thorough knowledge of business English, spelling and arithmetic; general knowledge of effective supervisory techniques; comprehensive skill organizing work flow and coordinating activities; general skill operating personal computer equipment and related office and accounting software; ability to analyze and interpret policy and procedural guidelines; ability to type at a reasonable rate of speed; ability to manage the financial and human resource departments in accordance with district policies, rules and regulations, and state and federal laws; ability to provide direct supervision, training and support to the business office and human resource office staff; ability to maintain strong relationships with external and internal stakeholders through strong fiscal management and excellent communication; ability to develop and maintain financial records and reports; ability to maintain strong relationships with external and internal stakeholders through strong fiscal management and excellent communication; ability to communicate effectively, both orally in written form; ability to resolve problems and inquiries; ability to establish and maintain effective working relationships with associates and the general public.

Education and Experience

Bachelor's degree and extensive experience general experience in a combination of fiscal/administrative functions accounting, budget management, or equivalent combination of education and experience.

Physical Requirements

This work requires the occasional exertion of up to 10 pounds of force; work regularly requires sitting, speaking or hearing and using hands to finger, handle or feel and occasionally requires standing, walking, reaching with hands and arms, pushing or pulling, lifting and repetitive motions; work requires close vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; this work does not require any specialized sensory utilization; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

Financial and Human Resource Software (6 mos)
AESOP software (6 mos)
MASBO Certification Training (2 yrs)
UFARS and SERVVS training within (6 mos)
Business, finance, or accounting BS (upon hire)

Last Revised: 2/26/2020