



**POSITION DESCRIPTION  
ST. ANTHONY-NEW BRIGHTON PUBLIC SCHOOLS**

**SECTION I: GENERAL INFORMATION**

<b>Position Title:</b> Director of Business Services	<b>Department:</b> Business Services	<b>Bargaining Unit:</b>
<b>Immediate Supervisor:</b> Superintendent	<b>Comparable Worth Rank:</b>	<b>FLSA Status:</b> Exempt

**Job Summary:**

Under the direction of the Superintendent, the Director of Business Services serves as the Chief Financial Officer of the District responsible for the fiscal management and fiscal operations of the District including accounts payable, accounts receivable, payroll/benefits, and the preparation of all budgetary and financial information to the School Board and Superintendent, and reporting to outside entities. The Director of Business Services is also responsible for the operations and personnel of the district engaged in food service, accounting, transportation, facilities operations and student accounting.

**SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Manages, supervises and directs the personnel of Business Services.
  - a) Oversees the selection, hiring, discipline, transfer or discharge of departmental staff.
  - b) Coordinates and oversees the orientation, personal development and training of department staff.
  - c) Monitors the performance of departmental staff and directly evaluates the performance of all direct reports.
  - d) Monitors the accomplishment of departmental programs, projects and goals.
  - e) Examines, controls and/or reorganizes departmental responsibilities, operational procedures, protocols, methods and policies to better accomplish department/district goals and procedures.
  - f) Oversees the reconciliation of all bank accounts, all receipts, the approval of all purchase orders, requisitions, UFARS coding, cash flow management, billing and financial reporting.
  
- Serves as the District’s Chief Financial Officer overseeing all fiscal operations, policies and procedures to the ensure compliance with accounting standards, laws, rules, regulations, guidelines, and reporting requirements. Provides financial analysis and forecasting to aid in financial planning, budget preparation and organizational planning assistance.
  - a) Creates, monitors, adjusts and presents all of the District’s budgets. Collaborates and works closely with various district administrators and managers concerning the preparation of budgets.
  - b) Analyzes all district financial information reported to the School Board, MDE and other inside and outside agencies.
  - c) Compiles and adjusts information to close out District accounting records and books for audit and prepares the certified annual financial report in compliance with MASBO and ASBO standards.
  - d) Performs financial forecasting and estimation of student enrollment projects to forecast legislative funding
  - e) Forecasts and makes expenditure projections based upon inflationary trends and employment contract provisions.
  - f) Researches, investigates and performs cost analysis to determine more efficient uses of district monies and ways to maximize funding streams.
  - g) Compiles, reviews, adjusts, submits and presents the District levy.
  
- Administers, evaluates, and addresses concerns or issues pertaining to District benefit plans including OPEB Trust,

health and dental insurance, 403(b) compliance and information, TRA, PERA, LTD, Life, VERB, HRA/HAS, etc.

- Manages and oversees food service operations directly or through designated food service personnel. Administrators the provider contract for food service consulting services.
- Completes financial applications for all state and federal grants. Enters all information into EDRS and SERVS for applications and reimbursement including levy function, title programming, an special education.
- Serves a member of the District’s negotiating team for the SAVEA, clerical, custodial, and food service contract negotiations.
- Performs other duties of a comparable level or type, as required.
  - a) Provides professional expertise and assistance to individuals, other district staff and the community concerning areas of expertise/knowledge.
  - b) Keeps abreast of changing developments, trends, and technologies within the field.
  - c) Attends and/or services on various committees, outside organizations, or groups, as appropriate.

### SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

#### RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING POSITIONS

	<b>Titles of Positions Directly Supervised</b>	<b># of Employees</b>
1	Cook Managers	2
2	Assistant Cook Manager	1
3	Payroll/Benefits Technician	1
4	Accounts Payable Clerk	1
5	Food Service Workers I	8
6	Food Service Workers II	3
<b>TOTAL</b>		<b>16</b>
<b>INDIRECT SUPERVISION:</b>		
<b>Number of employees indirectly supervised:</b> MARSS Coordinator		<b>Total:</b> <b>1</b>

<b>EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:</b>			
<b>REQUIRED EDUCATION/TRAINING (choose one)</b>		<b>DEGREE INFORMATION: Type of degree: (B.S., M.A., etc.)</b>	
	less than high school diploma		Bachelor's Degree
	High school diploma or GED.		<b>Major field of study or degree emphasis:</b> Business Administration, Finance, Accounting or closely related area
	1 year college	2 years college	
	3 years college	x 4 years college	
	1st year graduate level		<b>Essential knowledge and specialized subject knowledge required to perform the essential functions of the job:</b> <ul style="list-style-type: none"> <li>• Knowledge of school finance and district administrative policies and procedures.</li> <li>• Knowledge of generally accepted accounting principles and practices and state/federal regulations, rules and guidelines including GASB, GAAP, UFARS, etc.</li> <li>• Operations, functions and administrative aspects of the district.</li> <li>• Knowledge of benefits administration, public pension regulations, programs and provisions.</li> <li>• Knowledge of state and federal reporting and tax requirements and provisions.</li> <li>• Organizational, management and supervisory principles, standards and practices.</li> <li>• Data processing systems and software used in the collection, analysis, reporting and accounting of student and financial information. (e.g. MARSS).</li> <li>• Knowledge and use of computers and business productivity applications and software.</li> <li>• Knowledge of health and safety requirements, training, OSHA and ADA requirements.</li> </ul>
	2nd year graduate level		
<b>Required Work Experience in Addition to Formal Education/Training:</b> Minimum of 3 years finance, business and administrative supervisory experience in school district business operations.			
<b>LICENSE/ CERTIFICATION</b>		<b>Identify licenses/certification required:</b> Requires a valid driver's in the State of MN.	
<b>ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK</b>		<b>Skilled in:</b> <ul style="list-style-type: none"> <li>• Managing, projecting, formulating and establishing budgets.</li> <li>• Delegating, managing and overseeing personnel engaged in diverse and different functions and areas of responsibility.</li> <li>• Performing cost analysis and research in recommending insurance options and the negotiation and procurement of district insurances and costing new agreements or proposed negotiation provisions/alternatives.</li> <li>• Oversees the negotiation and administration of contracts and services provided by outside vendors.</li> </ul>	

- Oversees the preparation, maintenance and accounting processes and procedures associated with the maintenance of the general ledger, accounts payable, accounts receivable, and payroll/benefit processing.
- Developing and implementing accounting controls, procedures and methods consistent with acceptable accounting procedures and methods.
- Preparation of various local, state or federal accounting/fiscal reports.
- Accounting analysis and projection techniques and procedures in the analysis of cash flow requirements, revenue projections, expenditure projections, budget requirements and other financial projections.
- Human relation and communication skills needed to advise, negotiate, persuade and interact with representatives of outside organizations, district administrators, elected officials, outside governmental agencies, or other organizations.
- Planning and overseeing operational and ancillary functions and programs of the district (i.e. food services, transportation, etc.).

**HAZARDOUS WORKING CONDITIONS**

**Unusual or hazardous working conditions related to performance of duties:**  
 Work is performed under normal office conditions and there are minimal environmental risks or disagreeable conditions associated with the work. Work involves continuous contacts and interactions with the public, staff, elected officials, outside agencies, vendors, contract providers, administrators, and others that can involve occasional disagreeable human interactions and/or conflicts.

**PHYSICAL JOB REQUIREMENTS: (Indicate according to essential duties/responsibilities)**

Physical Activities	Amount of Time Spent				Lifting/Forcing Exerting	Amount of Time Spent			
	None	1/3 Less	1/3 to 2/3	Over 2/3		None	1/3 Less	1/3 to 2/3	Over 2/3
Stand		X			Up to 10 lbs		X		
Walk		X			Up to 25 lbs		X		
Sit				X	Up to 50 lbs	X			
Use hands to finger, handle or feel		X			Up to 100 lbs	X			
Reach with hands and arms		X			Over 100 lbs.	X			
Climb or balance	X								
Stoop, kneel, crouch or crawl		X							
Talk or hear				X					
Taste or smell	X								

**PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities**

Physical requirements associated with the position can be best summarized as follows:

**Sedentary Work:**  
 Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.

**SECTION IV: CLASSIFICATION HISTORY AND APPROVAL**

This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position.

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**Department Head's Signature** **Date**

**Classification History:**

