

Western Placer Unified School District

POSITION DESCRIPTION

Position Title: **Director of Business Services**
Department: Business Services
Reports To: Assistant Superintendent of Business Services

SUMMARY:

Under the direction and supervision of the Assistant Superintendent of Business Services, establishes and revises school district accounting procedures; supervises accounting, payroll, attendance accounting, and financial record keeping activities; performs accounting and statistical analyses and prepares financial presentations; conducts audits of school district funds and accounts; assists in the preparation of the District's annual budget; manages the District's budget; and performs other duties similar in scope and function as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- * Conducts reviews and analyses of accounting and budget
- * Maintains District Chart of Accounts
- * Supervises internal auditing of attendance accounting
- * Directs and supervises the accounting and payroll functions of the District
- * Interfaces with the District's independent audit agency
- * Plans and directs the automation of existing processes
- * Reviews periodic financial statements and reports
- * Conducts audits of all school district funds or accounts, including student body accounts
- * Trains and instructs personnel in accounting procedures
- * Performs special studies to assist administrators in the formulation of new policies and procedures
- * Assists the Assistant Superintendent of Business Services in annual budget preparation

QUALIFICATION REQUIREMENTS:

- * Ability to plan, organize and efficiently direct the accounting and payroll functions of a school district
- * Ability to prepare clear and concise financial reports
- * Ability to instruct, train and supervise clerical and accounting personnel
- * Ability to prepare and present oral and written reports
- * Ability to establish and maintain cooperative working relationships with staff, administrators, and the general public
- * Assemble and analyze data and make appropriate recommendations for fiscal and budget actions
- * Thorough knowledge of PC-based spreadsheet, word processing, and accounting software

DESIRABLE QUALIFICATIONS:

- * Knowledge of California public school budgeting, accounting, and fiscal principles and practices, auditing and inventory control procedures, including a thorough knowledge of the California School Accounting Manual
- * Experience with the Standardized Account Code Structure (SACS)
- * Thorough knowledge of the California school attendance law and procedures

EDUCATION and/or EXPERIENCE:

A bachelor's degree in accounting, business administration or economics from an accredited four-year college. Four years of professional accounting experience, preferably with a California government agency. Must possess a valid California Driver's license.

LANGUAGE SKILLS:

Ability to read, analyze, and interpret professional journals, financial reports, and legal documents. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups, employees and the general public.

MATHEMATICAL SKILLS:

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations. Ability to apply financial concepts such as compound interest, time value of money, tax rates and discounts.

REASONING ABILITY:

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

OTHER SKILLS and ABILITIES:

Personal Computer and spreadsheet skills. Ability to apply knowledge of current research and theory in specific fields. Ability to establish and maintain effective working relationships with students, staff and the school community. Ability to speak clearly and concisely both in oral and written communication. Ability to perform duties with awareness of all district requirements and Board of Trustee policies.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually very quiet.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned