

Oak Grove School District

JOB TITLE: Director, Business

SALARY RANGE: F

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES:

To Design, Direct, and implement the Business Services functions of internal accounting, budgeting, accounts payable, accounts receivable, year-end closing, and data processing. The employee in this classification receives indirect supervision from the Assistant Superintendent for Business Services within a broad framework of policies and procedures. The employee in this job class directs, trains, supervises, and coordinates the work of others. The employee in this classification is responsible for the District's data processing and computer technology programs. This job class is responsible for providing direction and supervision to Business Services and Food Service financial functions and employees; and for the maintenance and compilation of financial statistics and records in accordance with District, federal, and state laws. This job class functions as a member of the District Management Team and participates in the formulation and implementation of District policies.

TYPICAL DUTIES:

- Designs, improves, and implements the District accounting system.
- Supervises the District's revenue and expenditure accounting, proper disbursement of funds, and the preparation and maintenance of income, expenditures, general ledgers and monthly summaries.
- Assures that all accounting procedures are carried out in an effective and accurate manner according to federal or state laws and the requirements of the County Office of Education.
- Supervises Food Service revenue and expenditures accounting and assists in the proper disbursement of funds, the preparation of monthly financial reports of income and expenditures.
- Compiles statistics for the preparation of the district budget and assists in budget control and review.
- Plans and directs a process for continuous in-house auditing of local site, Food Services, and department budgets.
- Serves as a resource for local school accounting functions.
- Supervises the reconciliation of District accounting records with the County Office of Education records.
- Supervises the preparation of monthly vendor payments.
- Is responsible for compliance with applicable federal, state, and District regulations by Business Services Division staff.
- Assists the Data Processing Program Supervisor in the development and modification of data processing and administrative technology programs and services.

Director of Business (cont.)

TYPICAL DUTIES (continued):

- Plans, organizes, and implements operations and procedures for use with the District's business management data processing system.
- Reviews and verifies data processing reports for accuracy and approves for distribution.
- Selects, trains, and evaluates all accounting, and data processing employees in the department.
- Supervises the closing of the District's books and provides ending/beginning balances of all accounts.
- Performs special financial or statistical research or analytical studies to assist in the formulation or revision of District policy or programs.
- Performs other duties as required by the Assistant Superintendent for Business Services.

MINIMUM QUALIFICATIONS:

- Knowledge of California school business accounting principles, practices, and procedures.
- Knowledge of data processing systems and IBM compatible PC's.
- Knowledge of governmental accounting and auditing procedures, requirements, standards, and regulations.
- Knowledge of modern business office methods and procedures.
- Knowledge of payroll, purchasing, and warehouse methods, procedures, and practices.
- Knowledge of federal, state, and District laws, regulations, and policies related to accounting and business office practices.
- Knowledge of proper management and supervisory techniques and methods.
- Skill to maintain, analyze, and interpret data and to prepare necessary reports.
- Skill to interpret, apply, and enforce federal, state, and District laws, regulations and guidelines pertaining to Business Services functions.
- Skill to modify data processing programs and extract data.
- Skill to plan, organize, implement, and coordinate financial/data processing activities according to established goals and objectives.
- Skill to train, direct, coordinate, supervise, and evaluate the work of others.
- Skill to communicate effectively in written and oral forms.
- Skill to motivate others in the common accomplishment of stated goals and objectives.
- Skill to establish and maintain effective work relationships with those contacted in the performance of required duties.