

WAUNAKEE COMMUNITY SCHOOL DISTRICT

Director of Business Services Job Description

QUALIFICATIONS:

1. Certification as required by the State of Wisconsin.
2. Any other qualifications the Board of Education may deem necessary or desirable.

REPORTS TO: Executive Director of Operations

GENERAL FUNCTIONS:

The Director of Business Services, under the supervision of the Executive Director of Operations, has the responsibility to provide sound fiscal management in the operation of all financial matters, including developing and managing the school budget, the investing and borrowing of money, and managing receipts and payments.

ESSENTIAL FUNCTIONS:

A. Finance and Budget

The Director of Business Services will:

1. Assist the Executive Director of Operations in preparing the annual school budget and presenting it for approval to the Waunakee Board and public.
2. Work with the Board and appropriate committees in the development of the District budget and the operation of financial matter.
3. Conduct the budget hearing to inform the public of the proposed budget and to receive input.
4. Prepare the annual meeting presentation and publications.
5. Recommend a tax levy to the Board to support the District budget. Make sure the levy is adequate to keep the District on a sound financial status.
6. Assist building principals and department heads with developing individual budgets.
7. File all necessary reports, claims, and forms to secure all money due to the school district.
8. Fill out and file all required financial reports to the Department of Public Instruction (DPI).
9. Fill out and file all other financial claims.

10. Borrow money on a long-term basis for any capital improvement or new buildings through working with the Districts financial advisor.
11. Borrow money on a short-term basis as needed to keep the District running financially until state aids and tax levy monies are received.
12. Invest money on a regular basis, whether through money markets, certificate of deposits, NOW accounts, etc.
13. Seek bids according to Board policy.
14. Monitor the District's property and liability insurance.
15. Monitor the Student Activity Fund.

B. Financial Operations

The Director of Business Services will:

1. Operate the District's accounting system (budget and payroll) to meet DPI standards and the WUFAR and GAAP standards.
2. Assist and direct the personnel in the process of invoices, purchase orders, encumbrances and all other budget information.
3. Make recommendations to the Executive Director of Operations in the purchase or lease of equipment to insure quality and efficiency in the financial and administrative functions of the District.

C. Food Service

The Director of Business Services will:

1. Use the bidding process to select food services providers or contractors.
2. Operate the food service program to make it self-supporting.
3. Purchase equipment as needed.
4. Monitor the collection of money and the collection procedures used in the food service program. Insure good audit trails and accountability.
5. Process all necessary publications and forms regarding eligibility for free and reduced lunches.

D. Transportation

The Director of Business Services will:

1. Negotiate with the bus contractor on an annual basis for student transportation services.
2. Work with bus manager in adjusting bus routes wherever necessary to insure minimum riding time and safety.
3. Process requests for non-resident transportation, parent contracts, and any other transportation requests.
4. Make recommendations to Board concerning hazardous transportation areas, alternative transportation options, equipment and other matters related to transportation.

E. Personnel

The Director of Business Services will:

1. Supervise and evaluate the personnel in the Business Office.
2. Supervise the personnel in the copy center and the crossing guards.

F. Other Duties and Responsibilities

The Director of Business Services will:

1. Attend all Board meetings and committee meetings as designated by the Executive Director of Operations.
2. Recommend policies to be adopted concerning the fiscal management of the District.
3. Work with auditors to complete year-end audit.
4. Monitor all monies coming into the District and insure good audit trails and accountability.
5. Insure that all business office records are kept in a secure location.
6. Operate and supervise assigned committees.
7. Perform other duties as assigned by the District Administrator or Executive Director of Operations.

Legal Ref.: Sections 118.24 Wis. Stats.
121.02(1)(a)
PI3 Wisconsin Administrative Code
PI8.01(2)(a)+(q) Wisconsin Administrative Code

Adopted: 1/13/86
Revised: 4/22/91
March 1994
9/11/95
October 2006
January 2022

Waunakee Community School District