

**POSITION DESCRIPTION**

**TITLE: DIRECTOR OF BUSINESS**

**TYPE:** Supervisor  
Exempt

**REPORTS TO:** Superintendent

**POSITION SUMMARY:**

The primary purpose of this position is to provide supervision and coordination of the district's business and financial matters. Major responsibilities include development of an annual operating budget, monitoring and control of district revenue and expenditures, and ensuring all business operations and recordkeeping are in compliance with local, state, and federal requirements.

**MINIMUM QUALIFICATIONS:**

1. Bachelor's Degree in Business, Accounting, or related field.
2. Qualify for a public bond.
3. Background and Criminal History Clearance.
4. Three years experience in school or governmental accounting procedures.
5. Demonstrates high level of communication skills and meets District standards for oral and written language proficiency in English, Spanish, and/or Russian, as applicable.
6. Skill in leadership and facilitation of work involving colleagues and administrators, including problem solving and conflict resolution.
7. Excellent organizational skills for effectively managing multiple tasks.
8. Ability to understand and follow oral and written instructions.
9. Understanding of financial and fund accounting procedures, state laws governing school district finances, methods of inventory control, auditing procedures, insurance programs, and computerized data processing programs.
10. Such alternatives to the above qualifications as the Board or administration may deem appropriate and acceptable.

**ESSENTIAL FUNCTIONS:**

1. Communicates effectively in English in both oral and written form.
2. Communicates effectively in Spanish or Russian (if assigned) in both oral and written form.
3. Supervises the financial affairs of the district including the collection, deposit, investment, and distribution of all funds in accordance with state law and district policy.
4. Develops and publishes the annual budget calendar in accordance with legal requirements.
5. Develops the annual district budget in coordination with administration and District Budget Committee.
6. Administers a budget control system.
7. Establishes and supervises an accounting program sufficient in detail to record all fund transactions and transfers.
8. Arranges for the internal and external auditing of district financial accounts, including student activity funds.

9. Administers all payroll, employee benefits, and leave accounting programs.
10. Manages all bidding procedures in coordination with applicable supervisors.
11. Supervises and maintains a current asset inventory.
12. Manages district liability and asset insurance programs.
13. Recruits, screens, interviews, and recommends hiring of all program personnel.
14. Supervises, directs, and evaluates all department personnel.
15. Provides orientation, training, and staff development activities for all personnel as needed.
16. Prepares information for collective bargaining purposes, and supports district negotiations team as requested.
17. Responds to questions and other information requests from parents, participants, public, staff, and administration.
18. Communicates with site administration and staff regarding program activities and issues.
19. Develops and submits reports as required by supervisor.
20. Follows all safety rules and takes all reasonable precautions to provide a safe and secure working environment for all department employees.
21. Demonstrates support for District Core Values, District Mission, District Strategic Plan, and Schoolwide Improvement Plan.
22. Establishes and maintains a positive and respectful learning environment and working relationship with students, staff, administration, parents/guardians, and community members.
23. Assists parents and community members as needed.
24. Demonstrates an awareness of and sensitivity to multicultural and multilingual values and environments.
25. Complies with professional development activities as required by the District.
26. Actively seeks out and participates in professional development activities designed to improve professional competence.
27. Participates in various meetings for the purpose of receiving information or sharing information and expertise with students, colleagues, and parents/guardians.
28. Holds expectations for high performance of self and supervised staff.
29. Assesses results of performance for improvement on a regular basis.
30. Demonstrates computer literacy and operates software programs as related to job responsibilities.
31. Maintains accurate, complete, and confidential records as required by law and District policy and regulations.
32. Maintains the integrity of confidential information relating to a student, family, colleague, or district patron, and uses or relays academic, social, or personal information only in the course of performing assigned responsibilities and in the best interest of the individuals involved.
33. Follows all laws, District policies, rules, regulations, memos, announcements, and reasonable requests by proper authority.
34. Adheres to the same ethical standards as outlined in Teacher Standards and Practices Commission (TSPC) Standards for Competent and Ethical Educators.
35. Maintains regular attendance at work and work activities, and is punctual in meeting deadlines, attending meetings, and following schedules.

#### OTHER REQUIREMENTS:

1. The employee is expected to be dressed and groomed in a neat, clean, and appropriate professional manner for the assignment and work setting.
2. This position is performed primarily indoors in school buildings and offices, although some outdoor work or supervision may be required.

3. In cases in which the employee is required to travel between sites, the employee is responsible for his/her own travel and will be reimbursed for approved mileage.
4. Evening and/or extended work hours or days are often required.
5. Possible exposure to bodily fluids due to student or employee illness or injury.
6. May be required to obtain a First Aid and/or CPR Card and serve as a Delegated Caregiver and/or Designated First Aid Provider.
7. Occasionally performs other duties as required by supervisor.

**TERMS OF EMPLOYMENT:**

Current work year of approximately 260 days (12 month), subject to change.  
Salary and benefits and working conditions as determined by District Board.

**EVALUATION:**

Performance will be evaluated in accordance with applicable District Performance Standards and District Policy and Regulations concerning personnel evaluation.

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**EMPLOYEE STATEMENT:**

“I have reviewed the above position description and understand its contents.”

“I am aware that my position description may be revised or updated at any time and that I remain responsible for knowledge of its contents.”

“I hereby certify that I am able to fulfill the essential functions of the above position.”

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Employee Name (Print)

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Employee Signature

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Date