

White Settlement ISD

Job Title: Assistant Director of Business

Reports to: Director of Business

Dept./School: Central Administration

Primary Purpose:

Assist in the direction and management of the business operations of the district including accounting, payroll, purchasing, and budgeting. Assist in the direction and management of personnel in the business office.

Qualifications:

Education/Certification:

Associate's degree in a business-related field.

Other requirements as set forth by District Administration.

Special Knowledge/Skills:

Knowledge of budgeting, accounting systems, and payroll processing

Working knowledge of financial applications and accounting

Ability to use software to develop spreadsheets and perform data analysis

Ability to implement policy and procedures

Ability to interpret data

Ability to manage budget and personnel

Strong organizational, communication, public relations, and interpersonal skills

Experience:

Two years' experience in school business or public organization

Major Responsibilities and Duties:

Fiscal Management

1. Keep the Business Director and Assistant Superintendent of Finance and Operations informed on the business affairs of the district.
2. Assist in the preparation of the budget and development of long- and short-range objectives for the business operations of the district.
3. Assist in ensuring that accounting systems comply with applicable laws and regulations including the Texas Education Agency Financial Accountability Guide.
4. Assist the district's independent auditor in the annual audit of financial statements and assist the business director in conducting periodic audits.

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5. Assist with planning and conducting needs assessments for improvement of district business operations. Ensure that business operations support the district's goals and objectives and provide leadership to achieve cost-effective practices throughout the district.
6. Assist with administration of the business office budget and ensure that programs are cost effective and funds are managed prudently.
7. Review and approve all purchase orders and check requests and maintain control of budget by verifying availability of funds.
8. Assist with PEIMS submissions.
9. Assist with business department open record requests.
10. Assist with reporting, including required website postings, TEA reports, school board reports, and other.

Policy, Reports, and Law

11. Assist with implementing policies established by federal and state law, State Board of Education rule, and local board policy in the area of business operations.
12. Follow district safety protocols and emergency procedures.

Purchasing and Inventory

13. Review vendor monthly statements to ensure invoices are paid timely. (Within 30 days)
14. Update the business department manuals annually at the beginning of each school year.
15. Assist with reconciling property insurance lists and reconcile to fixed asset list.
16. Assist in maintaining accurate and current inventory records of the district's fixed and movable assets.
17. Oversee the preparation of bids and bid specifications. Receive and analyze bid proposals and prepare written recommendations.

Personnel Management

18. Assist the Director of Business in all aspects of managing business office personnel.
19. Assist in developing training options and/or improvement plans to ensure exemplary business operations throughout the district.
20. Assist with the training of business office personnel and campus staff.

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Community Relations

21. Demonstrate awareness of district community needs and initiate activities to meet those needs.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard office equipment including personal computer and peripherals

Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

Motion: Repetitive hand motions, frequent keyboarding and use of mouse; occasional reaching

Lifting: Occasional light lifting and carrying (less than 15 pounds)

Environment: May work prolonged or irregular hours; occasional districtwide and statewide travel

Mental Demands: Work with frequent interruptions; maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by _____ Date _____

Received by _____ Date _____