

**MIDWESTERN INTERMEDIATE UNIT IV**

**TITLE:** Director of Business Services      **DATE:** May 21, 2003  
**REVISED:** August 13, 2014

**REPORTS TO:** Executive Director      **APPROVED BY:** Board of Directors

**JOB SUMMARY:** Organize, manage, and conduct the fiscal affairs of the  
Midwestern Intermediate Unit IV within the framework of  
Board Policy and the School Laws of Pennsylvania. Develop  
and offer efficient, effective and economical business  
services to school districts in Midwestern Intermediate  
Unit IV so the use of their educational dollars may be  
maximized.

**PRIMARY DUTIES AND RESPONSIBILITIES:**

1. Organize and direct Midwestern Intermediate Unit IV's system of budgeting, accounting, and financial reporting activities according to generally accepted accounting principles as outlined in the Pennsylvania Department of Education's Manual of Accounting and Related Financial Procedures for Pennsylvania School Systems.
2. Administer Midwestern Intermediate Unit IV's cash management and investment program to achieve the maximum return while safeguarding it from potential loss.
3. Develop, provide, and annually evaluate a comprehensive risk management program consistent with applicable Pennsylvania School Laws.
4. Plan, prepare and administer Midwestern Intermediate Unit IV's budgets.
5. Ensure that internal controls exist over the accounting function and that a financial audit is performed to provide reasonable assurance.
6. Ensure the preparation, maintenance, and accuracy of records and reports and applicable fund billing to payroll, budgetary accounting and accounts receivable/payable.
7. Assist in the development of effective and efficient policies and procedures to manage employees in accordance with local, state and federal law.
8. Participate in collective bargaining process with public employees under Act 195 with non-bargaining unit employees under Act 93.
9. Serve as Secretary/Treasurer and Trustee of the Midwestern Pennsylvania School Employee Benefit Trust, a self-insurance alternative to traditional insurance benefits such as health, dental and vision.
10. Serve as Paying Agent for Western Pennsylvania School Health Care Consortium.
11. Recommend business office staffing needs and direct the employee selection process.

12. Ensure the implementation of job descriptions within the business office and monitor, evaluate and modify as the need dictates.
13. Assist districts in responding to legislative mandates by providing in-service programs.
14. Coordinate purchasing of services and fringe benefits.
15. Evaluate appropriate personnel according to policy established by the Board of Directors.
16. Formulate, communicate and implement written procedures to accomplish the written policy of the Board of Directors as it pertains to the business service function.
17. Perform other duties as assigned by the Executive Director.

**QUALIFICATIONS:**

- Five (5) years experience as a Business Administrator and/or equivalent experience with business and/or administrative functions
- Bachelor degree in business management, accounting, finance or a related field required
- Knowledge of governmental accounting, payroll processing, Pennsylvania school law, purchasing and accounts payable processes, risk-management programs, cash flow management, investment policies and procedures, auditing procedures and federal funding reporting
- Must have valid driver's license
- Submission of pre-employment medical examination (Section 148 of the Pennsylvania School Code)
- Submission of a report of criminal history record from the Pennsylvania State Police (Section 111 of the Pennsylvania School Code)
- Submission of a clearance report from the Pennsylvania Department of Public Welfare in accordance with Act 151 of 1994
- Submission of Federal Criminal History Report in accordance with Act 114 of 2006
- Submission of Arrest/Conviction Report and Certification Form per Act 24 of 2011
- Such alternatives to the above qualifications as the Board of Directors may find appropriate and acceptable

**PHYSICAL DEMANDS:**

- Ability to reach above and below the waist
- Ability to use fingers to pick, feel and grasp objects
- Ability to lift and/or carry supplies and/or papers weighing no more than 50 lbs.
- Ability to mostly sit with some walking and standing or moving throughout the work environment

**SENSORY ABILITIES:**

- Visual acuity
- Auditory acuity

**WORK ENVIRONMENT:**

- Typical office environment
- Subject to inside environmental conditions

**TEMPERAMENT:**

- Must possess excellent interpersonal skills
- Must be able to work in an environment with frequent interruptions
- Able to make judgments and work under high level of stress

**COGNITIVE ABILITY:**

- Ability to communicate effectively
- Ability to organize tasks
- Ability to handle multiple tasks
- Ability to exercise good judgment

**SPECIFIC SKILLS:**

- Must possess leadership skills
- Must possess supervisory skills
- Must possess computer skills
- Ability to operate various office equipment
- Must possess business and office management skills
- Must appropriately handle confidential information

*(Reasonable accommodations may be made to enable a qualified individual with a disability or disabilities to perform the primary duties and responsibilities of the job.)*