



ST. MICHAEL - ALBERTVILLE SCHOOLS

EXCELLENCE IS OUR TRADITION

POSITION DESCRIPTION

SECTION I: GENERAL INFORMATION

Position Title: Executive Director of Business Services	Department / Building: Business Services / District Office
Reports To: Superintendent	FLSA Status: Exempt
Grade / Subgrade: Director	Bargaining / Work Unit: Non-Affiliated
Duty Year: 260 days	Position Last Updated: 07-15-2024

SECTION II: JOB SUMMARY

The executive director of business services oversees all facets of the Business Services Department and is responsible for setting vision, providing leadership, and promoting continuous improvement of district operations to ensure that the finance and business functions play a strategic partnership role in accomplishing the mission of the District. This position leads and manages the overall business and finance functions for the organization, including budgeting, reporting, and dispersing funds. In addition, this position provides system leadership to ensure processes are in alignment with organizational core values and assists the superintendent and school board with fiscal planning and budgeting.

SECTION III: ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to perform each essential function listed below satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. This is not an exhaustive list of any or all functions a position could perform. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Duty/Responsibility #	1	Statement of duty/responsibility: Financial and Operations Supervision and Oversight
Percent of Time	40%	



Tasks involved in fulfilling above duty/responsibility:

- Responsible for managing all budgetary and financial matters; oversees the financial status of the school system and use of its resources through sound business and management practices.
- Manages and directs the accounting and financial procedures including compliance with GAAP, GASB, UFARS, and other related state and federal regulations.
- Directs and oversees the implementation and integrity of internal controls and operations for the financial accounting and financial management of the district.
- Develops and leads implementation of the District’s long-range financial planning process including the District’s financial management strategy.
- Maintains a system of controls and record keeping, ensuring that expenditures are within the limitations of the approved budget.
- Responsible for efficient and effective data management in the district finance/HR information system.
- Oversees the functions of purchasing for educationally and financially sound budget controls.
- Responsible for oversight of the District’s cash flow and investments.
- Provides technical financial advice and counsel to directors, managers, and school board on all financial matters.
- Oversees the essential business/finance department functions including accounting, enrollment, MARSS, accounts receivable, payroll, and accounts payable; provides supervision including formative feedback and timely performance evaluations.
- Plans, schedules, and directs the work of others, delegating tasks and authority appropriately to meet deadlines.
- Responsible for the Long-Term Facilities Maintenance funds and ten year district plan, in collaboration with the director of buildings and grounds.
- Works closely and collaboratively with the director of administrative services and the Employee Services department to identify and facilitate internal workflow processes specifically aimed at improving the efficiency and effectiveness of central District operations.

Duty/Responsibility #	2	Statement of duty/responsibility: Budget, Fiscal Planning, and Strategic Leadership
Percent of Time	30%	

Tasks involved in fulfilling above duty/responsibility:

- Directs the District’s budget planning, development, and implementation process. Oversees and manages the functions of financial planning for the district, including the preparation of the annual budget for presentation to the superintendent and school board.
- Collaborates with the superintendent and district administration as it relates to financial planning for the District.
- Provides strategic leadership through integrated practices for the finance and business functions



**ST. MICHAEL - ALBERTVILLE
SCHOOLS**
EXCELLENCE IS OUR TRADITION

- Participates in the development of the strategic plan and manages financial resources to align with the District’s missions and strategic priorities.
- Develops and leads implementation of District’s long-range financial planning process including the District’s financial management strategy.
- Encourages and represents a positive relationship between the school district and the community by demonstrating professionalism, courtesy, and respect when interacting with stakeholders.
- Contributes to effective school board functioning by meeting with the school board members, designing and facilitating school board work sessions, writing memos to the Superintendent and to the Board, and making school board presentations pertaining to area of responsibility.
- Manages the property and casualty insurance policies.
- Responsible for monitoring and evaluating enrollment and MARSS data on an ongoing basis and incorporating this data and/or projections into budget forecasting and reporting to District stakeholders, government agencies, and the public as directed.
- Maintains confidentiality of all financial and personnel information as required by policy or law.

Duty/Responsibility #	3	Statement of duty/responsibility: Compliance, Audit, and Negotiations
Percent of Time	15%	

Tasks involved in fulfilling above duty/responsibility:

- Prepares and/or supervises the preparation of required local, state, and federal reporting, ensuring compliance with laws, regulations, codes, and standards.
- Oversees the annual audit of all district financials and oversees the preparation of district financial reports and maintenance of records.
- Provides cost analysis for all collective bargaining negotiations and collaborates with the director of administrative services in implementing negotiation strategy at the direction of the superintendent and school board.
- Ensures compliance, accuracy, timeliness, and clarity in financial reporting.
- Creates the district annual comprehensive financial report and all year-end financial statements of the district including the management of the district audit.
- Responsible for the annual property tax levy process and reporting.

Duty/Responsibility #	4	Statement of duty/responsibility: Special Projects, Food Service and Transportation Oversight, and Other Duties as Assigned
Percent of Time	15%	

Tasks involved in fulfilling above duty/responsibility:

- Supervises the director of food service and transportation supervisor and provides fiscal oversight



ST. MICHAEL - ALBERTVILLE SCHOOLS

EXCELLENCE IS OUR TRADITION

and administrative support for the food service and transportation departments in concert with the district's fiscal targets and strategic plan.

- Represents the District in a positive manner at various district and community functions, at state and local organizations, and as a liaison to various partners by demonstrating professional demeanor and confidentiality.
- Convenes and facilitates the District Finance Advisory Committee.
- Serves on the Policy Review Committee and negotiation committees.
- Provides all necessary financial information to support an operating or capital levy campaigns.
- Attends meetings, workshops, and training sessions as directed by the superintendent.
- Performs other job-related duties as requested or assigned by the superintendent.

SECTION IV: KNOWLEDGE, SKILLS, AND ABILITIES

- Ability to lead and manage a department with direct reports.
- Ability to effectively maintain compliance with federal, state, and District regulations.
- Ability to read, analyze, and interpret financial reports and legal documents.
- Ability to present information to administrators, teachers, other District employees, the general public, and the school board.
- Strong communication and technological skills.
- Strong organizational, task management, and time management skills.
- Assumes decision-making responsibility and applies effective decision making processes to problems or issues.
- Encourages frequent, open communication, while maintaining accessibility and visibility in the organization.
- Ability to work purposefully, confidently, and independently within authority and responsibility parameters of the position with minimal supervision.
- Demonstrated listening skills.
- Ability to develop and maintain effective working relationships with all stakeholders.
- Ability to communicate in oral or written form in a grammatically correct manner.
- Knowledge, skill, and ability to respond calmly and appropriately in emergency situations.
- Knowledge of and compliance with all District policies and procedures applicable to effectively performing this position as outlined in the job description.
- The knowledge, skill, and ability to set up, maintain, and ensure the security and confidentiality of data and information, particularly student-related records.

SECTION V: EDUCATION / CERTIFICATION REQUIREMENTS

- Bachelor's degree and a minimum of three (3) years of demonstrated and applicable leadership experience in a management-level position is required.



ST. MICHAEL - ALBERTVILLE SCHOOLS

EXCELLENCE IS OUR TRADITION

- Degree in Business, Finance, or Accounting required. Master's degree in related fields preferred.
- MASBO and ASBO School Finance and Operations Certifications preferred.

SECTION VI: EXPERIENCE REQUIREMENTS

- Three to five years experience in public school finance is preferred.
- Experience in developing and monitoring large public budgets.
- Experience in supervision of middle level managers to carry out specific department functions.

SECTION VII: COMPETENCIES AND/OR VALUES COMMON TO ALL POSITIONS

- A clear and demonstrated commitment to the District mission, which is to provide a safe educational environment where students develop lifelong learning skills that nurture positive attitudes and self-worth.
- Performing assigned responsibilities in a manner consistent with the District's established Core Values.
- Advancing the District's mission and values through careful attention to the key issues of executing effective and efficient organizational operations.

SECTION VIII: PHYSICAL JOB REQUIREMENTS

The physical job requirements described here are representative of those an employee encounters while performing the primary functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary functions.

Demands				
N = never / O = occasionally (1-33%) / F = Frequently (34-66%) / C = Consistently (67-100%)				
Physical		Lifting/Carrying	Exposure to Environmentals	
Standing	F	Up to 10 pounds	Possible exposure to blood-borne pathogens through body and/or body fluids	O
Walking	F	Up to 25 pounds	Toxic chemicals	O
Sitting	F	Up to 50 pounds	Moving parts	O
Talking in person/on the phone	F	Up to 75 pounds	Electrical shock risk	N
Pushing/pulling	O	Up to 100 pounds	Explosives	N
Hearing	F	More than 100 pounds	Fumes	O
Feeling, grasping, finger dexterity	F	Noise Levels	Extreme cold (non-weather)	N
Climbing, balancing	O	Quiet (i.e. private office)	Extreme heat (non-weather)	N



ST. MICHAEL - ALBERTVILLE SCHOOLS

EXCELLENCE IS OUR TRADITION

Stooping (bend at waist)	O	Moderate noise (i.e. business office with printers, light traffic)	F	Varying weather conditions	O
Crouching, crawling, kneeling, squatting	O	Loud noise (i.e. many children laughing and playing, large earth moving equipment)	O	Sight	
Stretching/reaching with hands and arms	O	Very loud noise (i.e. jack hammer, front row rock concert)	N	Vision for close work/ability to adjust focus	F
Distinguishing smell	O			Looking at computer monitor	O
Distinguishing temperature	O			Color vision (identify and distinguish colors)	F
Traveling by automobile	F			Peripheral, depth perception	F

NOTICES

Notice of Nondiscrimination

St. Michael-Albertville School District 885 does not discriminate on the basis of disability in admission to its programs, services, or activities, in access to them, in treatment of individuals with disabilities, or in any aspect of their operations. District 885 also does not discriminate on the basis of disability in its hiring or employment practices.

This notice is provided as required by Title II of the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973. Questions, complaints, or requests for additional information regarding the ADA and Section 504 may be forwarded to the designated ADA and Section 504 compliance coordinator for personnel, Douglas Birk, Director of Administrative Services, at 763-497-6504.

Equal Employment Opportunity Employer Notice

The St. Michael-Albertville School District 885 is an equal employment opportunity employer who applies veteran's preference during hiring in accordance with applicable laws and district policy. The STMA District does not unlawfully discriminate on the basis of race, color, creed, religion, national origin, marital status, sex, status with regard to public assistance, disability, sexual orientation, age, family care leave status, or veteran status.