

OZARK R-VI SCHOOL DISTRICT
JOB DESCRIPTION

TITLE: EXECUTIVE DIRECTOR OF FINANCE & BUSINESS OPERATIONS

QUALIFICATIONS:

1. Extensive experience and education in school finance or four-year degree with emphasis in accounting, MBA, CPA or Specialist in Education Administration
2. Five years of successful Missouri school finance accounting experience preferred.
3. Ability to work independently and prioritize activities.
4. Ability to express ideas clearly in both written and oral communications.
5. Knowledge of school accounting, Microsoft Excel, and Microsoft Word computer applications.

REPORTS TO: Superintendent

JOB GOAL: Supervises, trains, and directs activities of business office staff in the areas of accounts payable, accounts receivable, purchase orders, and payroll. Oversees the district budget and assists in budget forecasting under general direction of the Superintendent and in accordance with board policies and the Department of Elementary and Secondary Education. Oversees all financial reports and uses independent judgment in the performance of all tasks.

PERFORMANCE RESPONSIBILITIES:

1. Assists the Superintendent in the preparation and coordination of the district's budget and administers a budget control system in accordance with the Missouri Financial Accounting Manual.
2. Supervises school business operations, payroll and accounting, insurance, internal audits, end of year audit, investments, securities, and prepares the Annual Secretary of the Board Report, state financial reports, state auditor tax computation reports, and other financial reports as required by the Department of Elementary and Secondary Education.
3. Assists with Vocational and Federal programs finance input and reporting.
4. Maintains debt service fund, bond payments of principal and interest, and escrow agreements as required by law.
5. Evaluates and processes insurance programs and supplementary plans for the district.
6. Monitors the district's assessed valuation, certificated salary compliance, and basic formula calculations.
7. Assists in determining the district's future financial needs.
8. Evaluates, interprets, and administers board policies and programs related to school business operations of the district.
9. Supervises and assists in evaluating the work of the business office staff and clerical support staff.
10. Provides and coordinates assistance to the building level administrators and clerical support staff as it relates to the budget and business operations of the district.
11. Keeps abreast of all developments affecting the management of school business operations and provides leadership in determining appropriateness of the inclusion in the district's operations.
12. Performs other responsibilities as assigned by the Superintendent.

PHYSICAL DEMANDS: Must be able to sit for long periods of time and use a computer.

TERMS OF EMPLOYMENT: Terms of contract determined by Board of Education.

TYPE OF POSITION: Exempt

EVALUATION: Evaluated by Superintendent

PAYSCALE: Certified Executive Directors Salary Scale

APPROVED BY SCHOOL BOARD: Jan 18, 2024