

Director of Business Services

Duties and Authority

The Director of Business Services is responsible for supporting the Chief School Business Official in all District operations related to the fiscal affairs of the District. The Director of Business Services manages the accounting, purchasing, accounts payable, accounts receivable, banking, and budgeting functions.

Administrative Relationship

The Director of Business Services is employed by the Board of Education and reports to the Chief School Business Official.

Qualifications

The Director of Business Services must have a Bachelor's degree in accounting or finance; a minimum of five (5) years of experience in educational accounting or finance.

Evaluation

The Chief School Business Official shall annually evaluate the Director of Business Services and make employment and salary recommendations to the Superintendent.

Compensation and Benefits

The Board of Education and the Director of Business Services shall enter into an employment agreement that conforms to Board policy and State law. The Board will consider the Superintendent's recommendations when setting compensation for Director of Business Services. These recommendations will be presented to the Board no later than the June Board meeting.

Terms of Employment

The work year for the Director of Business Services shall be the same as the District's fiscal year, July 1 through June 30. In addition to legal holidays, the Director of Business Services shall have vacation periods as approved by the Superintendent.