

WESTMINSTER SCHOOL DISTRICT CLASSIFICATION STATEMENT

TITLE: ASSISTANT DIRECTOR, BUSINESS SERVICES

SUMMARY:

Under the direction of the Executive Director, Business Services, supervises the budget, payroll, accounting, purchasing, employee benefits, mailroom, and warehouse operation of the district while ensuring fiscal solvency. Coordinates accounting functions of the Student Body, Child Development, Expanded Learning Program, and Food Service. Has responsibility for data processing operations affecting the accounting and payroll functions of the district. Participates in the formulation of district policy as a member of the Management Team; performs related duties as required.

SPECIFIC DUTIES AND RESPONSIBILITIES:

Plans, organizes, and schedules activities of the central accounting office, payroll, purchasing, and warehouse.

Supervises and trains accounting, purchasing, payroll, and warehouse personnel in all areas of their work including: accounts payable, accounts receivable, warehouse inventories, printing, transportation and warehouse charge-outs, income distribution, purchasing, revolving cash fund and food service, special education, child development, and categorically funded program accounting. Maintains general ledgers and equipment inventory record.

Supervises all district data processing operations related to accounting, budget, food service, warehouse, child development, expanded learning programs, and special education.

Oversees the Child Development Fund for fiscal solvency, school accounting accuracy, fiscal reporting accuracy, and proper use of funds.

Assists in State Preschool approvals for projects and capital assets.

Assists with the preparation of fiscal reports for the District including quarterly reports for State Preschool.

Assist in the budget development and budget monitoring of Child Development and Expanded Learning Programs.

Develops procedures and schedules related to the Accounting, Payroll, Purchasing, and Warehouse Departments; recommends changes in policy or practices based on changing laws or regulations.

Assists other district employees with accounting, financial, or managerial problems relating to the reconciliation of computer budget documents or in-house records. Has responsibility for the deposit of cash receipts, maintenance of stores inventory records and the preparation of reports using district accounting and financial information.

Makes decisions regarding proper budget coding, department accounting policies and procedures, legality of expenditures, priority and assignment of work, payroll problems, and advise in purchasing and warehouse related matters as required.

Responds to inquiries regarding payroll status and computation of benefit deductions and related compensation matters.

Complies, reconciles, and prepares payroll tax returns and various supplemental payroll reports.

Reviews/audits payroll reports and coordinates with other Business Services staff to adjust or correct the budget or expenditure for any salary or benefit discrepancies as compared to position control.

Keeps current on changes in legislation affecting accounting procedures and changes in the California School Accounting Manual.

Interprets, recommends, and implements changes for compliance to new payroll requirements from federal, state, and local agencies.

Assists in compiling and reporting data for the district budget.

Completes year-end functions in Accounting, Payroll, Warehouse, and Purchasing.

Reviews financial data on an ongoing basis to ensure accuracy and timelines of financial reports.

Supervises the reconciliation of federal, state, and county records with district accounting records of income and expenditures.

Prepares various complex statistical, financial, and accounting reports, including Mandated Cost Claims, for district, state, and federal governments.

Assures that computer input of accounting data contains information regarding the distribution of direct and indirect costs to schools, departments, and special programs to ensure fiscal solvency.

Audits warrants before sending to the county, and later supervises their distribution.

Provides information to auditors during annual audit of district financial records.

Attends Board of Trustees meetings as required.

Provide training and presentations of related information to staff and other district personnel.

Performs other job-related duties as assigned.

ORGANIZATIONAL RELATIONSHIPS:

Supervision: (1) Reports to, receives direction from, and is evaluated by the Executive Director, Business Services.

(2) Directly supervises, directs, and evaluates staff in the Business Department.

Internal Contacts: Continuing contact with Business Services staff. Frequent contact with schools, district office administrators, principals, school personnel, and district office personnel at all levels.

External Contacts: State Department of Education, Orange County Department of Education, other local school districts, and agencies and vendors.

KNOWLEDGE AND ABILITIES:

Knowledge of:

Advanced knowledge of accounting principles and concepts. Education Code requirements as applied to receipts and disbursements. Ability to supervise people, knowledge of applied accounting practices, data processing, business and budgeting programs, purchasing and inventory methods and procedures.

Ability to:

Plan, organize, and direct the accounting program of a school district to meet requirements of law, quality standards and rigid deadlines.

Interpersonal skills using tact, patience, and courtesy.

Speak publicly about complex issues, refer to charts, graphs, etc., typical of professional presentation.

Prepare clear and concise financial reports.

Reads, interprets, and administers statutes, policies and regulations regarding school district accounting, budgeting and financial transactions.

Analyze problems, develop sound problem-solving models, and arrive at appropriate solutions to problems.

Instruct, train, and supervise personnel in financial record-keeping operations.

Proficiently use a PC, appropriate software, and calculator.

Understand and carry out oral and written instructions.

Establish and maintain effective relationships with persons contacted in the course of work.

Train, supervise, and evaluate assigned personnel.

Accept and carry out responsibility for direction, control, and planning.

COMPLEXITY:

Problem solving which involves in-depth accounting knowledge and skills. Provide answers to questions involving research and analysis. Work with a diversity of functions including purchasing, payroll, warehousing, food service, student body, and special education.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is regularly required to do the following:

- Grasp, grip, handle, or use hands for fine motor tasks.
- Frequently required to sit.
- Occasionally required to stand, walk, climb or balance, stoop, kneel, or crouch.
- Reach with hands and arms.
- Frequently talk, hear, and listen.
- Specific vision abilities required of the person in this job include close vision, color vision, peripheral vision, depth perception, and the ability to change focus.
- Regularly lift and/or move objects weighing up to 10 pounds. Occasionally lift and/or move objects weighing up to 50 pounds.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

LICENSES AND OTHER REQUIREMENTS:

Possession and maintenance of a valid California Driver's License, as well as a dependable mode of personal motorized transportation.

EDUCATION AND EXPERIENCE:

Minimum education and experience.

1. Bachelor's Degree from an accredited college or university with a major in accounting, business administration, or a related field.

And

2. Three years of extensive work experience in financial recordkeeping at a responsible level preferably in a public school district.

3. Supervisory experience required.

WORK ENVIRONMENT:

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts, fumes or airborne particles, and outside weather conditions. The noise level in the work environment is usually moderate.

PREPARED BY:	Classified Personnel Department	DATE:	August, 2004
APPROVED BY:	Board of Trustees	DATE:	August, 2005
APPROVED BY:	Personnel Commission	DATE:	August, 2004
APPROVED BY:	Personnel Commission	DATE:	February 2015
REVISED BY:	Personnel Commission	DATE:	March 23, 2021
REVISED BY:	Personnel Commission	DATE:	February 18, 2025