

## **WENTZVILLE R-IV SCHOOL DISTRICT**

### **Position Description**

**Position Title:** Executive Director of Business Services  
**Reports To:** Chief Financial Officer & Deputy Superintendent of Staff & Operations

#### **SUMMARY**

The Executive Director of Business Services maintains the most efficient and effective program of business services for the District. Oversees the management of all accounting and financial activities of the District, including general ledger, treasury functions, banking, investing, financial analysis, accounts payable and receivable, budgeting, financial reporting, revenue analysis, financial internal control analysis, auditing, cost analysis, debt management, cash flow, employee benefits, workers' compensation, payroll, and purchasing. Plans, coordinates, and supervises the operations of the Business Office.

#### **QUALIFICATIONS/REQUIREMENTS**

- Minimum of a Bachelor's Degree in Business Administration, Accounting, or related field.
- Three years of experience in general accounting or business office management, or equivalent combination of education and experience.
- Experience in administrative and supervisory capacities, preferably in a school district setting.
- Thorough knowledge and experience with business technology systems and applications.
- Master's Degree in Business Administration, Missouri CPA license, and/or SFO designation is preferred.

#### **ESSENTIAL JOB DUTIES**

- Manages the day-to-day operations of the Business Department.
- Supervises the Business Office operations of the District, including Accounts Payable, Benefits, Payroll, and Purchasing.
- Assists with developing, monitoring, analyzing, and maintaining the District financial budget in all major revenue and expenditure areas.
- Conducts necessary accounting procedures for monitoring the budget and makes appropriate reports to the Chief Financial Officer.
- Oversees the receiving and recording of all funds received by the District.
- Supervises the maintenance of payroll records for all District personnel, including tax withholding, retirement, and social security reports and directs the preparation and delivery of payroll checks.
- Conducts the District's banking which includes account balance monitoring, cash flow planning, and investing.
- Prepares all financial records and other reports as may be required.
- Prepares financial reports for the Board of Education.
- Assists in the preparation of, application for, and reports related to the receipt of state and federal funds.
- Represents the district at appropriate state and local meetings.
- Serves as a representative on the Superintendent's Extended Cabinet.

**ESSENTIAL JOB DUTIES (cont'd)**

- Attends meetings relevant to business services as required, such as Board meetings, administrator meetings, conferences, and seminars.
- Coordinates the annual audit by the Board's CPA firm.
- Approves purchase orders.
- Manages and controls the purchasing system and makes improvements as required.
- Ensures compliance with all legal aspects related to purchasing.
- Supervises acquisition, sale, and disposal of district property, equipment, and supplies.
- Supervises, monitors, and maintains the district's financial accounting and data processing system.

**OTHER DUTIES AND RESPONSIBILITIES**

Performs other related duties as assigned by the Chief Financial Officer, Deputy Superintendent of Staff & Operations, or Superintendent of Schools.

**ADA COMPLIANCE**

The essential functions contained in this job description are in compliance with the Americans with Disabilities Act (ADA) and are not an exhaustive list of the duties performed for this position. The additional duties and responsibilities listed are performed by the individuals currently holding this position and additional duties may be assigned when appropriate.

**TERMS OF EMPLOYMENT**

The Executive Director of Business Services shall be employed on a twelve-month basis with twenty-five (25) days of vacation. Salary for this position will be established annually.

**EVALUATION**

Performance in this position will be evaluated annually in accordance with the provisions of the Board's Policy on evaluation of administrative personnel.