

Bellevue Union School District

Position Title:	Director of Business Services	Department:	Administrative Services
FLSA Status:	Exempt Disaster Service Worker: Essential Staff	Classification:	Classified Management
Bargaining Unit:	None	Work Calendar:	12 Month-260 days
Salary Range	Classified Management Salary Schedule	Board Approved:	June 17, 2025

General Description

Under general supervision of the Chief Administrative Officer:

- Leads, organizes, and supervises business and fiscal services' operations and activities to ensure effective and efficient District fiscal and budgetary practices for: accounting, accounts payable/receivable, benefits, insurance, leaves, payroll, and purchasing.
- Responsible for ensuring that school and District departments plan well for the use of financial resources, and use those resources in alignment with the goals of the Governing Board, state and federal laws and regulations, and accountability measures.
- Implements the District's financial vision and supports the District's strategic planning.
- Assumes responsibility for the development and administration of the District-wide budget.
- Provides timely information on the District's financial solvency.
- Trains, supervises, and evaluates the performance of assigned personnel.
- Performs related work as required.

Organizational Relationships

Directly Responsible to:	Employee is a direct report to the Chief Administrative Officer (CAO) and serves as a member of the Superintendent's Cabinet.
Supervision Over:	Employee provides direct supervision to the Business Analyst and Accounts Payable.

DUTIES AND RESPONSIBILITIES: Leads, coordinates, and directs the activities and operations of Business Services:

Budget and Finance:

- Coordinates with District leadership to facilitate the budgeting process for the Local Control Accountability Plan (LCAP) in alignment with the Board's vision and goals of the District's Strategic Plan.
- Ensures proper financial management of District funds including the general fund, state and federal funds, revolving cash accounts, and other funds.
- Facilitates long-range planning, including, but not limited to, state budget projections and plans, special elections, and enrollment forecasting.
- Maintains fiduciary responsibility to the Board of Education by managing District revenues, expenditures, assets (property and fiscal), debts (short-term and long-term), and cash flow to ensure the overall financial and fiscal integrity of the District.
- Participates as a member of the District's team in the collective bargaining process and advises on financial and operational aspects of bargaining unit contract negotiations.
- Prepares and communicates a technical review of Annual and Interim budget reports for the Board and all appropriate oversight agencies.
- Prepares annual District budget consistent with District goals and objectives, applicable laws, codes,

ordinances, and professional accounting standards; analyzes and reviews budgetary and financial data; controls and authorizes expenditures by established limitations.

- Researches, compiles, and analyzes financial, community, and economic data and statistical information; prepares reports to aid in policy decisions.
- Reviews, analyzes, and certifies, if appropriate, all public disclosure documents related to collective bargaining and debt issuance, in compliance with AB 1200 regulations.
- Reviews, prepares, and provides required auditing functions and financial reports by federal, state, and local law to the Board of Education and stakeholders, and implements recommendations, if any, promptly.

Departmental Oversight:

- Manages assigned personnel to ensure delivery of assigned responsibilities within legal and statutory frameworks, timelines, and accountabilities.
- Manages developer fee agreements and general obligation bonds.
- Manages program and practice review to ensure systems alignment and coherence of business and fiscal services and responsibilities.

Personnel, Partnerships, and Communication:

- Attends regular meetings of the Governing Board, special sessions, and subcommittee meetings; prepares Board agenda items and reports, and makes presentations to the Board.
- Collaborates and confers with local, state, and federal organizations and agencies.
- Facilitates, prepares for, and conducts Budget Advisory Committee (BAC) meetings.
- Maintains membership in organizations and attends meetings and workshops providing critical updates and opportunities for input on current legislation and issues that may have a fiscal impact on the District.
- Trains, supervises, and evaluates the performance of assigned service staff; assigns employee duties and reviews work to assure accuracy, completeness, and compliance with established standards, requirements, and procedures; assures staff understanding of established requirements.

Compliance and Regulations:

- Administers and interprets statutes, regulations, and policies involving the legal responsibilities of business services.
- Considers the appropriateness of District expenditures based on the nature of public funding, accountability, and effectiveness.
- Identifies and advises on risk assessment within the scope of responsibilities of current or proposed District actions and issues.
- Maintains strong fiscal practices, internal controls, and oversight with provisions for appropriate reserves.
- Oversees accounting practices that ensure employees and vendors are paid accurately and timely, by District policy and applicable laws and regulations.
- Provides analytical review and analysis of the allocation and application of District resources.

The above-referenced duties and responsibilities are only representative of the wide range of this position and also include other duties as assigned.

EDUCATION AND EXPERIENCE: R=Required, P=Preferred

Any demonstrated combination of formal or informal education and experience that provides the technical and leadership knowledge and abilities required to perform the elements of the job, including:

- Successful business leadership experience in a school District or equivalent successful management experience in the private sector or a governmental agency. **R**
- Five (5) years of experience working with a financial system related to budget, accounting, payroll, position control, or purchasing, preferably in a California public school or community college setting. **R**
- Bachelor's degree in Business Administration or related field. **P**
- Masters in Business Administration (MBA) degree, or Masters in related fields. **P**
- Additional relevant experience may be substituted for education. **P**

QUALIFICATIONS:

Knowledge of:

- California Education Code sections and applicable laws, regulations, policies, and procedures governing public education finance
- Governmental accounting, auditing, budgeting, and fiscal management functions
- Interpersonal skills using tact, patience, and courtesy
- Methods and practices of data sources and information pertinent to school operations
- Principles and practices of administration, supervision, and training
- Principles and practices of effective leadership
- Principles of budgeting analysis, preparation, and control
- Principles of strategic planning and short- and long-term goal setting and monitoring
- Procedures and processes for crisis management, school safety, and emergency preparedness
- Procedures and processes for food service including regulations and rules governing the federal free and reduced lunch program
- Procedures and processes for purchasing, stores, bidding, contracts and warehousing
- Processes, procedures, and management of facilities, maintenance, and operation, including construction and Bond management
- Public sector interest-based collective bargaining and contract administration

Ability to:

- Analyze situations accurately and adopt an effective course of action; make informed decisions and recommendations on a wide variety of business matters
- Analyze, interpret data, and make projections; assess risk of liability
- Articulate and understand complex issues and facilitate effective problem-solving
- Be an advocate for the District in the community and in the State
- Develop appropriate long and short-range goals, set priorities, monitor, assess, and adjust based on data
- Direct the maintenance of a variety of reports, records, and files related to assigned activities
- Effectively plan, organize, and administer the District's business services into an integrated unit serving all areas of a school District
- Establish and maintain cooperative and effective working relationships with others
- Establish strong interpersonal relationship skills and the ability to communicate effectively with a culturally and linguistically diverse community, verbally and in writing
- Generate confidence and trust and inspire high standards and excellence
- Interpret and administer policies and directives
- Interpret, apply, and explain rules, regulations, policies, and procedures
- Maintain confidentiality of sensitive and privileged information
- Meet timelines and adhere to schedules

- Organize and conduct meaningful and productive meetings, utilizing time efficiently
- Perceive and analyze the fiscal impact of ideas, concepts, proposals, and actions
- Provide a positive leadership example for personnel, families, partners, and students
- Research, prepare, and present clear, concise, and comprehensive reports
- Train, supervise, and evaluate staff

Licenses and Certificates: R=Required, P=Preferred

- Possess and maintain a valid driver's license. **R**
- Proof of Automobile insurance **R**
- TB Clearance **R**
- DOJ Fingerprint Clearance **R**
- Hold a Certified Public Accountant (CPA) license **P**
- Possess a Director of Fiscal Services Certification **R**
- Possess a School Business Academy Certificate. **R**
- Possess a Chief Business Official Certification **P**

WORKING CONDITIONS:

The primary work location is an office setting. The employee is most often seated, working with technology that includes laptops, computer stations, mice, and office equipment such as fax machines, copy machines, and scanners. The office location is well-lit and has access to outdoor light and facilities. The noise level in the work environment is usually low to moderate.

Physical Abilities:

Physical, mental, and emotional stamina to perform the duties and responsibilities of the position. Mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, and make vital judgments and decisions. Hearing and speaking to exchange information in person and on the telephone and to make presentations; vision to conduct inspections, read, prepare, and proofread documents; sitting or standing for extended periods; dexterity of hands and fingers to operate a computer keyboard and other equipment; kneeling, bending at the waist and reaching overhead, above the shoulders and horizontally to retrieve and store supplies, lifting heavy objects to 15 lbs.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.