



WHITE SETTLEMENT

INDEPENDENT SCHOOL DISTRICT

Job Title: Assistant Director of Business

Days: 226

Reports to: Director of Business

FLSA Status: Exempt

Dept./School: Business Office

Revised: September 2024

Primary Purpose:

Support the Director of Business and the district leadership in the efficient management and oversight of district business operations, including accounting, payroll, purchasing, budgeting, and financial reporting. Ensure compliance with state and federal regulations while assisting in the development and implementation of policies, procedures, and practices that align with the district's strategic goals.

Qualifications:

Education/Certification:

- Associate's degree in Business, Finance, Accounting, or a related field (Bachelor's degree preferred).
- Additional certifications or credentials in school finance or public management are desirable.

Special Knowledge/Skills:

- Proficiency in budgeting, accounting systems, and payroll processing.
- Strong working knowledge of financial applications, data analysis, and accounting principles.
- Expertise in interpreting financial data and reports to support data-driven decision-making.
- Proven ability to implement, interpret, and enforce policies and procedures.
- Demonstrated leadership skills with the ability to manage personnel and complex budgets effectively.
- Exceptional organizational, communication, public relations, and interpersonal skills.
- Proficiency with software tools, particularly for spreadsheet development and financial analysis.
- Knowledge of Texas Education Agency (TEA) financial guidelines and reporting requirements.

Experience:

- Minimum of two years' experience in school business or public sector financial management.
- Experience working with auditors and in compliance with governmental accounting standards.

Major Responsibilities and Duties:

Fiscal Management:

1. Keep the Director of Business and Assistant Superintendent of Finance and Operations informed of district business operations.
2. Assist in the preparation and oversight of district budgets, ensuring alignment with both long- and short-term financial goals.
3. Ensure accounting systems comply with applicable regulations, including TEA Financial Accountability standards.
4. Collaborate with independent and internal auditors to facilitate audits and ensure transparency.
5. Support continuous improvement by conducting needs assessments for business operations, focusing on efficiency and cost-effectiveness.
6. Assist with administration of the business office budget to ensure fiscal responsibility and alignment with district goals.
7. Coordinate and assist with the Public Education Information Management System (PEIMS) submissions.
8. Manage business department-related open records requests.
9. Prepare and assist with financial and compliance reporting, including board reports and TEA submissions.

Policy, Reports, and Compliance:

10. Assist in implementing federal, state, and local policies governing business operations.
11. Ensure adherence to district safety protocols and emergency procedures.
12. Stay informed of relevant legal and financial changes to provide strategic guidance.

Purchasing and Inventory:

13. Update and maintain procedures and manuals for the business department.
14. Assist in reconciling property insurance listings with district fixed asset records.
15. Oversee district-wide inventory management, ensuring accuracy and accountability of assets.
16. Prepare bid specifications, analyze proposals, and make recommendations for procurement decisions.

Personnel Management:

17. Assist in supervising and managing business office personnel, fostering a collaborative and productive team environment.

18. Identify and address financial training needs for continuous improvement and professional development within the business office and campuses.
19. Aid in the development and implementation of training programs to enhance staff performance and ensure compliance with district financial policies.

Community Relations:

20. Demonstrate awareness of district community needs and initiate activities to meet those needs.

Working Conditions:

Mental/Physical Demands:

- Maintain emotional control under stress
- Occasional district-wide and state travel.
- Prolonged or irregular working hours may be required.

The above statements reflect the general duties and responsibilities of this position and are not intended to be an exhaustive list of all tasks.

Signature:

Date:
