



WHITE SETTLEMENT

INDEPENDENT SCHOOL DISTRICT

Job Title: Director of Business

Days: 226

Reports to: Superintendent

FLSA Status: Exempt

Dept./School: Central Administration

Revised: October 2024

Primary Purpose:

Direct and manage all financial and business affairs of the district, including accounting, payroll, purchasing, and budgeting. Serve as the chief financial adviser to the superintendent and board of trustees, ensuring sound fiscal management and compliance with state and federal regulations.

Qualifications:

Education/Certification:

- Bachelor's degree in Business, Finance, Accounting, or a related field.
- Any additional certifications as required by the District Administration.

Preferred Qualifications:

- Master's degree in Business Administration, Public Administration, or a related field.
- CPA, TASBO, or similar certification preferred.

Special Knowledge/Skills:

- In-depth knowledge of school finance, budgeting, and accounting systems.
- Proficiency in financial applications, including forecasting, investment management, and auditing.
- Strong communication, public relations, and interpersonal skills, with the ability to present financial information to diverse audiences.
- High proficiency in Microsoft Office Suite and financial software, with the ability to analyze data, create reports, and manage complex spreadsheets.
- Proven ability to implement and enforce district policy and procedures effectively.
- Strong analytical and problem-solving skills with the ability to interpret financial data.
- Strong leadership skills to manage budget, personnel, and coordinate district-wide functions efficiently.

Experience:

- Minimum of five (5) years of experience in school business management, public sector finance, or a comparable field.

Major Responsibilities and Duties:

Fiscal Management:

1. Provide regular updates to the Superintendent on the financial and business status of the district.
2. Evaluate and enhance accounting procedures, systems, and controls across district departments to ensure efficiency and compliance.
3. Lead the district's auditing program, coordinating with external auditors for annual or periodic reviews.
4. Ensure compliance with all applicable laws, including Texas Education Agency (TEA) regulations and financial manuals.
5. Conduct cash flow analysis to optimize investment opportunities and manage payments.
6. Manage and monitor the district's investment portfolio.
7. Oversee the preparation and reconciliation of district bank accounts on a monthly basis.
8. Manage and approve budget modifications, ensuring accurate tracking of all adjustments, additions, and deletions.
9. Review and approve purchase orders and check requests, ensuring budgetary compliance before expenditures.
10. Assist in developing the district's budget and set long- and short-term financial objectives for operational success.
11. Conduct ongoing assessments to improve business operations across the district.
12. Collaborate with district personnel and demographers to project student enrollment, staffing, facilities, and capital needs.
13. Administer the business office budget, ensuring programs are cost-effective and funds are utilized appropriately.
14. Lead cost-saving initiatives and ensure business operations align with district goals.
15. Ensure financial practices support district objectives and provide cost-effective management solutions.

Policy, Reports, and Compliance:

16. Implement federal, state, and local board policies in the area of business operations.
17. Prepare and analyze monthly financial statements and budget reports for the district.
18. Prepare and submit the Annual Comprehensive Financial Report (ACFR), adhering to the Association of School Business Officials (ASBO) standards.

19. Oversee PEIMS submissions, ensuring compliance and accuracy.
20. Prepare and submit reports for all federal and grant funds, ensuring compliance with reporting requirements.

Purchasing and Inventory:

21. Maintain accurate records of the district's fixed and movable assets.
22. Update the asset replacement cost list for insurance purposes regularly.
23. Organize sales for surplus and salvage equipment in compliance with district policies.
24. Oversee bid preparation, ensuring clear specifications and competitive pricing.
25. Manage bid opening, tabulate results, and prepare written recommendations.

Personnel Management:

26. Prepare, review, and revise business department job descriptions regularly.
27. Develop plans for professional development and training to ensure the business department operates at the highest standards.
28. Evaluate business department personnel to ensure efficiency and effectiveness in their roles.
29. Oversee recruitment, training, and supervision of business office staff, making sound recommendations regarding personnel actions, including placement, retention, and disciplinary matters.

Community Relations:

30. Demonstrate awareness of district and 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:
