# San Benito Consolidated Independent School District

**Human Resource Office**
240 N. Crockett St. • San Benito, TX 78586 • Phone: (956) 361-6150 • Fax: (956) 361-6291


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| **Job Title:** | Asst. Supt. of Finance & Operations | **Exemption Status:** | Exempt |
| **Reports to:** | Superintendent | **Pay Grade:** | 09 |
| **Works with:** | District Personnel | **Days:** | 226 |
| **Dept. /School:** | Administration | **Date Revised:** | 08.03.2020 |

**Primary Purpose:**

Responsible for oversight of all financial and business affairs of the district. Provide leadership for the district's financial services activity to ensure legally sound and effective management practices. Direct and monitor the management and investment of all district funds and ensure they are adequately protected. Serve as chief financial advisor and budget advisor to the superintendent and board of trustees.

**Prerequisites:**

- Master's degree in school administration, business, accounting, or other related field;
- Five years administrative or management experience; and
- Five years experience with supervisory responsibility in the fields of finance or accounting.

**Special Knowledge/Skills:**

- Advanced knowledge of school finance, budgeting, accounting systems, and economics
- Knowledge of information/data processing systems and financial applications
- Ability to resolve conflict, listen, and appropriately respond to concerns
- Demonstrated leadership skills
- Ability to manage budget and personnel
- Ability to implement policy and procedures
- Ability to interpret data
- Excellent communication, public relations, and interpersonal skills

## Major Responsibilities and Duties:

1. Ensure preparation and integrity of all district general accounting records and related financial reports using accepted standards for school accounting as prescribed by the Texas Education Agency.

2. Develop long-range and short-term objectives for district's business operations and prepare district budget. Monitor budget variances and oversee budget adjustments.

3. Act as financial advisor to the superintendent and board of trustees and keep them informed of the financial condition of the district.

4. Ensure that all financial obligations of the school district (accounts payable, notes payable, bonded indebtedness, and payroll) are met on a timely basis.

5. Implement and maintain internal control procedures to ensure the safeguarding of assets and reliability of accounting data and to promote operational efficiency and ensure adherence to prescribed procedures.

6. Oversee the auditing program for all district funds and work cooperatively with the district's independent and internal auditors in conducting periodic audits.

7. Administer the business office budget and ensure that programs are cost effective and funds are managed prudently.

8. Review and recommend appropriate policies, administrative regulations, and administrative practices for the areas supervised.

9. Implement the policies established by federal and state laws, State Board of Education rule, and local Board policy in the areas assigned.

10. Compile, maintain, and file all physical and computerized reports, records, and other documents required including preparing and evaluating monthly financial statements and related budget reports, preparing quarterly and final reports for all federal funds and grants, developing semi-annual financial information for submission of data to TEA, and preparing and publishing comprehensive annual financial report in compliance with Association of School Business Officer (ASBO) standards.

11. Select, train, evaluate, and supervise department staff and make recommendations relative to assignment, retention, discipline, and dismissal.

12. Develop training options and improvement plans for department staff to enhance the effectiveness of department operations.

13. Attend board meetings and make presentations when appropriate and/or requested.

**Mental Demands/Physical Demands/Environmental Factors:**

**Tools/Equipment Used:** Standard office equipment including personal computer and peripherals

**Posture:** Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

**Motion:** Repetitive hand motions including frequent keyboarding and use of mouse; occasional reaching

**Lifting:** Occasional light lifting and carrying (less than 15 pounds)

**Environment:** May work prolonged or irregular hours

**Mental Demands:** Work with frequent interruptions; maintain emotional control under stress

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This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Employee Signature: _____ Date _____

Administrator Signature: _____ Date _____