



TITLE: **Assistant Superintendent, Business Services**

WORK YEAR: **260 Days**

VACATION: **27 Days**

REPORTS TO: **Deputy Superintendent**

PRIMARY FUNCTION:

Under the direction of the Deputy Superintendent, plans, organizes, manages, directs and supervises the personnel, functions and activities of the Business Services Division, including budget development and monitoring, financial accounting, payroll, attendance, purchasing, warehouse operations, risk management, nutrition services, legislative review and monitoring, and support for the District's collective bargaining functions.

REPRESENTATIVE DUTIES:

- Plans, organizes, directs and coordinates the activities and operations of the Business Services Division.
- Prepares preliminary, tentative, and final adopted budgets annually; prepares and presents budgetary information to the Superintendent, Board of Education, and other groups as required.
- Prepares forecast data, plans, organizes, and implements long and short-term programs and activities designed to enhance assigned budgets.
- Conducts financial analysis and provides financial data as required for District negotiations.
- Directs, controls, and monitors appropriate work flow, computer procedures, priorities, and work assignments to provide timely delivery of high quality services to staff, sites, and departments.
- Contributes to the strategic direction of the District's mission, goals, and objectives.
- Directs personnel engaged in budget development and monitoring, accounts payable, accounts receivable, payroll, attendance accounting, internal auditing, purchasing and warehousing, risk management and nutrition services.
- Maintains knowledge of all laws, rules, regulations, and interpretations of law regarding school business, budget and fiscal reporting requirements, mandated changes, and District entitlement to federal, state, and local monies and modifies programs, functions, policies, regulations, and procedures to assure compliance with local, state, and federal requirements.
- Prepares reports and recommendations for the Superintendent and the Governing Board, including comprehensive financial data covering all aspects of school finance.

- Coordinates and manages all matters related to the external auditing of all fiscal aspects of programs and offices in the District; directs the District's internal audit activities.
- Oversees data processing procedures to provide management information, evaluation techniques and long-range forecasts.
- Supervises and evaluates the performance of assigned staff; interviews and selects employees and recommends transfers, reassignments, terminations and disciplinary actions; plans, coordinates and arranges for appropriate training of staff.
- Attends, participates and speaks at community and professional meetings, conferences or conventions and serves as a District representative to such functions.
- Communicates with other administrators, District personnel, and outside organizations to coordinate activities and programs, resolve issues and conflicts, and exchange information.
- Serves as a member of the Superintendent's Executive Cabinet and attends Board of Education meetings as a member of the Superintendent's staff.
- Assists in the planning, development and implementation of Board policies, administrative regulations and the strategies for achieving District goals and objectives.
- Performs related duties as assigned.

KNOWLEDGE AND ABILITIES:

Knowledge of:

- Laws and regulations governing public school finance, including budget, accounting and fiscal reports
- Principles and practices of school accounting, accounting and fiscal analysis techniques, audit standards and fiscal controls
- Theory and practice of modern school business management, governmental budgeting, accounting, purchasing, payroll, attendance, risk management, and nutrition services issues.
- Goals, objectives and operating techniques of a large school district.
- Interpersonal skills, using tact, patience and courtesy.
- Provisions of the State Education Code and other Codes relative to business practices and procedures.

Ability to:

- Plan, direct, establish priorities and coordinate a variety of complex fiscal operations involving the operations of multiple specialized units
- Prepare and/or present clear and concise written and oral reports regarding complex technical information
- Interpret and apply laws, rules, regulations and policies related to financial matters
- Work effectively with officials and employees of the District, other public agencies, and the public
- Assemble and analyze data and make appropriate recommendations for fiscal and budget actions
- Supervise the activities of others engaged in various District business activities
- Communicate effectively orally and in writing
- Direct the work of staff and provide professional growth opportunities
- Resolve conflicts and competing priorities.

EDUCATION AND EXPERIENCE:

- Master's degree from an accredited institution in Business, Education, Finance, Management, or related field preferred; CPA preferred.
- Five years of successful school administration or five years of school business experience, comparable governmental or private sector, including at least two years of supervisory experience.

CERTIFICATES/CREDENTIALS/LICENSES:

- Valid California Driver's License
- Possession of a C.A.S.B.O. Chief Business Official certificate is desired.

WORKING CONDITIONS:**Physical:**

- Ability to push, pull, and transport instructional and/or presentation materials
- Ability to communicate so others will be able to clearly understand a normal conversation
- Ability to understand speech at normal levels
- Ability to bend, twist, stoop and reach
- Ability to drive a personal vehicle to conduct business

Mental:

- Ability to organize and coordinate schedules
- Ability to analyze and interpret data
- Problem solving
- Ability to communicate with the public
- Ability to read, analyze and interpret printed matter and computer screens
- Ability to create written communication so others will be able to clearly understand the written communication
- Ability to communicate so others will be able to clearly understand a normal conversation
- Ability to understand speech at normal levels

Environment:

- Indoor – frequently
- Outdoor – occasionally
- Ability to work at a desk and in meetings of various configuration