ST. MICHAEL - ALBERTVILLE SCHOOLS

EXCELLENCE IS OUR TRADITION

POSITION DESCRIPTION

SECTION I: GENERAL INFORMATION

Position Title: **Assistant Director of Business Services**	**Department / Building:** Business Services
Reports To: Executive Director of Business Services	**FLSA Status:** Exempt
Grade / Subgrade: Assistant Director	**Bargaining / Work Unit:** Non-Affiliated
Duty Year: 260 or 261 days	**Position Last Updated:** 06-01-2026

SECTION II: JOB SUMMARY

The assistant director of business services assists the executive director of business services in overseeing and executing the financial and business functions of the school district. Responsible for maintaining accounting systems and controls to ensure the integrity of the financial practices, internal controls, and reporting in compliance GAAP, GASB, UFARS, and state, federal, and local policies, laws, rules, and guidelines. Assists in the coordination of the daily business office workflows (including payroll, accounts payable, accounts receivable, and accounting), manages cash flow and investments, coordinates the annual external audit, assists in budget development, and provides strategic support to the Business Services department to ensure alignment with organizational core values and mission.

SECTION III: ESSENTIAL DUTIES AND RESPONSIBILITIES

Duty/Responsibility #	1	**Statement of duty/responsibility:**

Percent of Time	40%	Accounting, Compliance, and Annual Audit

Tasks involved in fulfilling above duty/responsibility:

- Review, interpret, and apply governmental accounting standards, including Generally Accepted Accounting Principles (GAAP) and the Uniform Financial Accounting and Reporting System (UFARS), with respect to the District's financial activities while maintaining the chart of accounts.
- Establish, implement, and enforce proper accounting methods, policies, and principles being practiced. Provide training to school and department staff to ensure compliance.
- Verify, reconcile, and monitor major district revenues, including state aid allocations, federal grants, and property tax levy receipts, ensuring precise fund accounting and supporting district-wide cash receipt and revenue accounting processes.
- Coordinate the annual financial audit process and work. Prepare year-end reconciliations and schedules, perform internal audits to ensure proper internal controls are in place, and assist with ensuring procedural changes recommended by auditors are put into effect.
- Assist with the preparation of the District's Annual Comprehensive Financial Report, Single Audit, and other financial, compliance and regulatory reports.
- Ensure integrity of district accounting systems and monitor various revenues, expenditures, receivables, and payables to ensure accuracy and compliance.
- Analyze, prepare, and process journal entries related to district financial operations, ensuring accuracy and compliance with accounting principles and reporting requirements.
- Receive and respond to inquiries related to coding and account balances for individual departments, preparing current balance reports as specifically requested.

Duty/Responsibility #	2	**Statement of duty/responsibility:** Budgeting, Fiscal Planning, and Financial Analysis
Percent of Time	40%	

Tasks involved in fulfilling above duty/responsibility:

- Provide oversight and coordination of daily operational transactions of the accounts payable, accounts receivable, and payroll functions to ensure orderly and effective workflows.
- Oversee cash and investment management and prepare cash flow projections.
- Complete monthly bank reconciliations.

- Prepare necessary reports to be used by the School Board and District Administration, such as investment reports, treasurer's report, disbursement summaries, and wire transfer report.
- Assist with the development and monitoring of the budget, reviewing revenue and expenditure budgets and assessing the need for adjustments.
- Provide financial analysis and decision support to District Administration, including forecasting, trend analysis, and evaluation of financial impacts related to programs, staffing, and operational decisions.
- Develop financial projections and perform scenario analysis to support budget development, long-term financial planning, and organizational goals.

Duty/Responsibility #	3	**Statement of duty/responsibility:** Financial Systems and Operational Support
Percent of Time	15%	

- Coordinate and review the daily operational transactions and centralized workflows for accounts payable, accounts receivable, and payroll to ensure efficient, secure, and accurate financial processing.
- Develop and maintain internal controls and procedures related to financial operations to ensure compliance with district policies, UFARS requirements, and audit standards.
- Develop and deliver ongoing training to building and department staff on purchasing procedures, coding guidelines, and internal fiscal policies.
- Oversee the operational alignment and technical integrity of data interfaces within the District's financial, payroll, and human resources information systems.
- Assist with purchase order approvals and serve as secondary support for Director-level authorization processes as needed.

Duty/Responsibility #	4	**Statement of duty/responsibility:** Special Projects
Percent of Time	5%	

- Oversee the maintenance, retention, and archiving of district financial records in accordance with

applicable record retention requirements and district policies.
- Serve as representative for the Executive Director of Business Services in their absence, as assigned.
- Collaborate closely with the Employee Services (HR) to enhance district office workflow integration and maximize multi-department operational efficiency.
- Performs other job-related duties as requested or assigned.

SECTION IV: KNOWLEDGE, SKILLS, AND ABILITIES

This position requires an ability to work independently under the direction of the Executive Director of Business Services and with several buildings and departments and includes the following skills to be successful:

- Ability to maintain confidentiality and professionalism.
- Ability to work effectively in teams and function collaboratively across departments internally and with external partners.
- Ability to multitask and prioritize workload.
- Ability to follow written and verbal directions.
- Advanced communication, analytical, and financial systems skills.
- Knowledge of governmental accounting (GAAP, GASB, UFARS) and public sector financial reporting.
- Ability to analyze complex financial data and develop actionable recommendations.
- Ability to interpret and apply policies, procedures, and regulatory requirements in support of financial operations and compliance.
- Strong organizational, task management, and time management skills.

SECTION V: EDUCATION / CERTIFICATION REQUIREMENTS

- Bachelor's degree in accounting or finance
- CPA preferred

SECTION VI: EXPERIENCE REQUIREMENTS

- Four or more years of experience in accounting or finance, or an equivalent combination of education and experience required.
- Experience in school finance is preferred.

SECTION VII: COMPETENCIES AND/OR VALUES COMMON TO ALL POSITIONS

- A clear and demonstrated commitment to the District mission, which is to provide a safe educational environment where students develop lifelong learning skills that nurture positive attitudes and self-worth.
- Performing assigned responsibilities in a manner consistent with the District's established Core Values.
- Advancing the District's mission and values through careful attention to the key issues of Learning, Environment and Resources.

SECTION VIII: PHYSICAL JOB REQUIREMENTS

The physical job requirements described here are representative of those an employee encounters while performing the primary functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary functions.

Demands					
N = never **/ O =** occasionally (1-33%) **/ F =** Frequently (34-66%) **/ C =** Consistently (67-100%)					
Physical		**Lifting/Carrying**		**Exposure to Environmentals**	
Standing	F	Up to 10 pounds	F	Possible exposure to blood-borne pathogens through body and/or body fluids	O
Walking	F	Up to 25 pounds	O	Toxic chemicals	N
Sitting	F	Up to 50 pounds	O	Moving parts	N
Talking in person/on the phone	F	Up to 75 pounds	N	Electrical shock risk	N
Pushing/pulling	O	Up to 100 pounds	N	Explosives	N
Hearing	F	More than 100 pounds	N	Fumes	N
Feeling, grasping, finger dexterity	C	**Noise Levels**		Extreme cold (non-weather)	N
Climbing, balancing	N	Quiet (i.e. private office)	F	Extreme heat (non-weather)	N
Stooping (bend at waist)	O	Moderate noise (i.e. business office with printers, light traffic)	F	Varying weather conditions	N
Crouching, crawling, kneeling,	N	Loud noise (i.e. many children	O	**Sight**	

squatting		laughing and playing, large earth moving equipment)			
Stretching/reaching with hands and arms	O	Very loud noise (i.e. jack hammer, front row rock concert)	N	Vision for close work/ability to adjust focus	F
Distinguishing smell	N			Looking at computer monitor	F
Distinguishing temperature	N			Color vision (identify and distinguish colors)	F
Traveling by automobile	O			Peripheral, depth perception	F

NOTICES

Notice of Nondiscrimination

St. Michael-Albertville School District 885 does not discriminate on the basis of disability in admission to its programs, services, or activities, in access to them, in treatment of individuals with disabilities, or in any aspect of their operations. District 885 also does not discriminate on the basis of disability in its hiring or employment practices.

This notice is provided as required by Title II of the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973. Questions, complaints, or requests for additional information regarding the ADA and Section 504 may be forwarded to the designated ADA and Section 504 compliance coordinator for personnel, Douglas Birk, Executive Director of Administrative Services, at 763-497-6504.

Equal Employment Opportunity Employer Notice

The St. Michael-Albertville School District 885 is an equal employment opportunity employer who applies veteran's preference during hiring in accordance with applicable laws and district policy. The STMA District does not unlawfully discriminate on the basis of race, color, creed, religion, national origin, marital status, sex, status with regard to public assistance, disability, sexual orientation, age, family care leave status, or veteran status.