

Bass Lake Joint Union Elementary School District

DIRECTOR OF BUSINESS SERVICES

Desirable Skills, Employment Standards, Training and Experience

DESIRABLE SKILLS

Ability to plan, organize, direct, and manage the District's Business Services Office to include accounting, purchasing, payroll, risk management and management information systems in accordance with the Superintendent's and Board of Trustee's directives.

Ability to plan, manage, and coordinate the District's annual budgeting process including the development of the LCAP; to provide specialized and professional staff support, information, and assistance to the Board and the Superintendent; and to participate as a responsible, proactive, and positive team member of the District's senior management team.

Ability to plan, direct, coordinate, and participate in the development and administration of District's annual budget; coordinate and direct the forecasting of funds needed, researches and analyze funding resources and availability; prepare and present financial projections to the Superintendent and the Board of Trustees.

Ability to plan, organize, manage and direct the District's payroll process, employee benefits coordination, maintenance of payroll related records, documentation, and databases in compliance with pertinent federal and state regulations and guidelines and subject to audit.

Ability to plan, organize, manage and participate in the establishment and maintenance of all District's accounting functions; maintains the general and subsidiary ledgers; review and verify journal entries; adjusts as necessary.

Ability to plan, direct, and coordinate the District's Management Information Systems; oversee and coordinate the acquisition, development, and use of a variety of computerized processes as well as computer hardware and software programs to be utilized by the District.

Ability to Initiate, direct, and coordinate the implementation of the District's internal control structure as it relates to fiscal and accounting requirements and regulations; develop new and evaluate existing policies and procedures to ensure a strong financial internal control structure.

Participate in the formulation of District policies and procedures; establish and maintains goals, objectives and action plan for accomplishment of stated and mandated goals within the Business Services Office; identify and develop new and/or modified programs that would promote and enhance the mission, goals, and objectives of the office and the District; initiate, direct, and provide leadership in the necessary research and analysis to justify the appropriateness of implementing any proposed programs, policies, and/or procedures.

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Ability to identify short-term and long-term financial goals, objectives, priorities, and activities to be accomplished consistent with the District's needs and priorities and in compliance with governing codes, regulations and guidelines; plan, direct, coordinate and participate in the implementation of accepted strategies and plan.

Ability to review, audit, reconcile, and/or prepare a variety of accounting/financial records, data, and documentation; verify accuracy, analyze information and summarizes materials in an understandable and professional manner.

Ability to review, analyze, and evaluate changes in federal and state laws and regulations that may have an impact on the District and its fiscal responsibilities and establish action plan to ensure compliance with pertinent guidelines and regulations; advise the Superintendent and Board of specific plan, costs and recommendations for required program, policy, and procedural modifications.

Ability to provide professional and leadership resources to the Superintendent, Board members, other management/administrators and staff in a responsible and supportive manner that will maximize the Business Services effectiveness, responsiveness, and in accordance with the District's mission and objectives.

Ability to represent the District and act as liaison with a variety of federal, state, and local agencies/organizations to ensure communication with and input into all decision-making and data collection processes that impact the goals and objectives of the District and the Business Services Offices.

Ability to initiate, organize, provide leadership to, and participate in a variety of committees and task forces within the District in response to identified needs, special assignments, enhanced communications, and the over-all and on-going commitment to team management and the facilitation of enriched employee productivity and success.

Ability to assist the superintendent with implementation and management of the funding of the California State Facilities Program.

Ability to assist staff with the California Longitudinal Pupil Achievement Data System. (CalPads)

Perform other duties as assigned.

EMPLOYMENT STANDARDS

Knowledge of:

Strong working knowledge of California school finance and the applicable Education Code Sections.

Standard and accepted, principles, practices, and policies of financial operations, administration, planning, and budgeting within a public school district.

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Standard and accepted principles and practices of accounting, auditing, record keeping, and internal control structures within a public school district.

Pertinent federal, state, and local laws, guidelines, regulations and ordinances governing school finances, accounting, and reporting.

Standard and accepted principles and practices of leadership, motivation, team building and conflict resolution.

Standard and accepted principles and procedures associated with the hiring, evaluating, training, disciplining, and terminating District's employees.

Ability to:

Learn and understand the District's organization, policies, operations, and procedures.

Understand, interpret, and carry out a variety of complex oral and written instructions in an independent manner.

Plan, organize, direct, and evaluate the activities and operations of technical and clerical staff involved in complex and comprehensive activities.

Successfully develop, administer, and monitor multiple operational, programmatic and administrative budgets.

Define and analyze problems and issues, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Operate designated software programs to include word processing, spreadsheets, and databases at a level sufficient for successful job performance.

Successfully communicate and interact with individuals and groups at all organizational and social levels; clearly and concisely in both oral and written forms. Instruct, persuade, negotiate, and motivate individuals with diverse backgrounds and business/personal interests.

Coordinate, prioritize, and integrate multiple functions and activities in a cohesive and effective service delivery system; secure cooperation and teamwork among assigned staff.

Supervise, train, and motivate assigned staff in a positive and effective manner; delegate and evaluate the work of assigned staff in a manner that maximizes the effectiveness of individuals.

Establish and maintain effective working relationships with those contacted in the performance of required duties.

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LICENSES AND CERTIFICATES

Require possession of a valid and appropriate California state drivers license and proof of insurance.

TRAINING AND EXPERIENCE: Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Training

Possession of a bachelors degree from an accredited college or university in accounting, finance, public administration or a closely related field desirable.

Experience

At least five (5) years of progressively responsible professional accounting/financial management experience including at least two (2) years in a supervisory or management role within a public school district desirable.

TYPICAL PHYSICAL REQUIREMENTS

Speak and hear clearly and concisely to communicate with citizens, general public, staff, and other management on a continuous basis. Sitting for extended periods of time daily; standing and walking short distances. Minimal twisting, bending, stooping, and lifting in the performance of assigned duties. Corrected vision to normal range.

TYPICAL WORKING CONDITIONS

Assigned work is normally performed in an office environment. Continuous contact with other District management and staff, other agencies as well as the general public.

DISTINGUISHING CHARACTERISTICS

This is a senior level management classification assigned to a small Business Services Office. The incumbent in this single position job class establish procedures and systems, manage personnel and administers budget, develop and initiate programs and formulates operational objectives. This job class requires comprehensive professional and technical knowledge and expertise in all aspects of school finance, fiscal planning, budgeting, risk management, and internal controls. This job class also requires a high level of initiative, independent and sound judgment, discretion, as well as strong management and leadership skills as well as the ability to take a hands-on role in completing the Business Office's tasks.