

BUSINESS AND FINANCE DIRECTOR

REPORTS TO: Superintendent

SUPERVISES: Payroll and Employee Benefits Support Staff in Accounting, Payroll, and Employee Benefits offices

PRIMARY FUNCTIONS: Financial Planning and Budgeting, Accounting, Financial Reports, Payroll Processing, Employee Benefits

PERFORMANCE RESPONSIBILITIES:

1. Shall prepare and coordinate the development of district budget.
2. Shall maintain the financial records of the district.
3. Shall supply periodic financial reports for the district.
4. Shall supply financial reports as requested by appropriate persons.
5. Shall direct the payroll processing function of the district.
6. Shall be responsible for the distribution of payroll checks.
7. Shall monitor the accounting system and internal controls of the district.
8. Shall be responsible for the overall administration and coordination of the Employee Benefits Program.
9. Shall purchase by competitive bidding, informal quotations, and negotiation, items of supply and equipment and services necessary for the operation of the school district.
10. Shall oversee the disbursement of district funds to vendors and the resolution of billing problems.
11. Shall develop and maintain procedures for processing purchase orders and other financial transactions in an efficient and timely manner.
12. Shall perform other duties as directed.