

JOB DESCRIPTION

TITLE: **Director of Business**

QUALIFICATIONS:

1. Bachelor's degree with educational background in Business/Office Administration and/or accounting.
2. Five year's successful work experience in related field and supervisory capacity.
3. Successful experience in educational institution work and familiarity with Michigan Public School Accounting preferable.
4. Demonstrated above average past performance evaluations.
5. Extensive computer background and experience.
6. Able to meet certification requirements as Chief Business Official in State of Michigan.
7. Good health, high moral character and good attendance record.
8. Polite, courteous and tactful with the public.
9. Such other qualifications as the Board of Education deem acceptable.

REPORTS TO: Assistant Superintendent of Schools

JOB GOALS: Administer the business affairs of the school district in order to provide the best possible educational service with the financial resources available. Directs development of annual and long-range budgets; forecasts revenues; prepares cost analysis; lists of options; and impact statement; prepare regular financial reports, and makes necessary adjustments to the budget.

PERFORMANCE RESPONSIBILITIES:

1. Supervises the financial affairs of the district, including handling of all funds, accounting and reporting procedures and long-range planning.
2. Assumes responsibility for supervision of Business Office personnel.
3. Ability to maintain effective district-community relations and interprets the financial concerns of the district to the community.

4. Consults regularly with the superintendent and other appropriate district personnel on questions relating to the district's business and financial concerns.
5. Provides necessary financial data in a timely manner when requested by the Superintendent.
6. Ability to plan and monitor an accounting control system.
7. Develop a fiscal year estimate of revenue and cost for operating the school system as recommended by the Superintendent for the Board approval.
8. Ability to prepare revenue cost data for the negotiation process.
9. Monitors all vouchers authorizing the expenditures of monies.
10. Ability to provide accounting services essential to the preparation, administration, supervision, and control of the budget.
11. Prepare and analyze all financial statements.
12. Supervises accounts payable, processes and procedures.
13. Supervises payroll preparation and dissemination.
14. Ability to make a full and complete itemized report of the finances of the district to the Superintendent at the close of each school year.
15. Arranges for audits of all accounts and records annually by an independent, certified public accountant selected by the Board.
16. Recommends policy and procedural changes in the areas of cash management and investments.
17. Ability to insure all (School District) payments are made in a timely manner.
18. Direct all transactions involving the district's levy, valuation changes and details regarding D.D.A., T.I.F.A and tax appeals.
19. Responsible for opening, closing and monitoring all checking and savings accounts of the district.
20. Ability to manage all trust funds of the district including allocation of interest and processing of all awards and scholarships from the funds.
21. Ability to manage daily cash flow and oversee the investment and cash receipt functions.

22. Ability to administer a program for processing supplies and equipment, maintaining inventory control and stockroom requisitions.
23. Ability to maintain control over all debt retirement and building site funds.
24. Administers an effective program for accounting of all State and Federal Programs.
25. Ability to computerize the entire Business Office process to meet the demands of the district in an organized, efficient manner.
26. Responsible for all information regarding the Fourth Friday Count and Child Accounting data and required reports.
27. Performs such other tasks and responsibilities as assigned by the Superintendent or Assistant Superintendent.
28. Ability to supervise and maintain district insurance coverage policies.
29. Attend all meetings required.
30. Ability to assist in bidding process for various purchases when required and appropriate.

TERMS OF EMPLOYMENT: 12 months per year
Eight (8) hours per day
Per Support Staff Compensation Guide

EVALUATION: Annually, by the Assistant Superintendent of Schools