

CLASSIFICATION DESCRIPTION
EXECUTIVE DIRECTOR OF FINANCE AND BUSINESS SERVICES

TITLE OF IMMEDIATE SUPERVISOR: Superintendent of Schools	DEPARTMENT: Business Services	FLSA STATUS: Exempt
ACCOUNTABLE FOR (Job Titles): Finance Manager, Supervisor of Food Service, Transportation Manager, Business Services Liaison, Clerical Level D-EEA.		PAY GRADE ASSIGNMENT: Individual Employment Agreement

GENERAL SUMMARY OR PURPOSE OF JOB:
Acts as the lead financial advisor for the District, establishing District budget and financial policies and procedures. Provides oversight regarding the operations and the budget of business services, food service, transportation, finance, and purchasing functions. Provides financial information to the Board and the public. Performs financial analysis of District functions and recommends changes to maximize resource utilization. Provides for the treasury function, including cash flow, ensuring the District is liquid for accounts payable, payroll and cash-on-hand to meet day- to-day operations; invests surplus cash in order to maximize interest earnings.

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)	FRE-QUENCY
1.	Manages the Finance/Accounting, Purchasing, Transportation, and Food Service departments. Meets with supervisors and other staff members to discuss a variety of issues, including budget and operational issues.	Daily 20%
2.	Acts as the spokesperson for the District on financial matters to the Board, the public and the media on such issues as finances and budget and other issues as appropriate.	Weekly 15%
3.	Reviews and recommends policies regarding independent contractors and vendors.	Monthly 10%
4.	Reviews and approves the overall District budget*. Sets parameters by managing the entire budget process. Forecasts expenses, such as staff costs, as well as revenues. Performs student enrollment projections. Communicates with administrators and the Board of Education, throughout the budgeting process. *According to District and State timelines and requirements.	Quarterly 10%
5.	Oversee all functions of annual audit. Schedule and coordinate external District audit. Work cooperatively and effectively with the auditors of the District.	Annually 10%

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6.	Develops, recommends and administers financial policies and procedures such as maintaining and updating the business and finance sections of the District's policy and procedures manual. Recommends changes in policy to the Board. Recommends waivers to policy, as appropriate.	Monthly 10%
7.	Performs financial analysis to maximize resource utilization. Reviews processes and makes recommendations for changes in those processes with goal of maximizing the efficiency of using all resources.	Monthly 10%
8.	Performs the District treasury function including cash management, investing, debt issuance and funding issues. Manages restructuring debt, especially bonds which are callable, reissued at lower rates; smoothes out fluctuations in debt payments.	Monthly 5%
8.	Participates in District-wide coordination of functions as a team member of the Superintendent's cabinet, regarding various District issues.	Weekly 5%
9.	Attend and participate in school board meetings.	Monthly 5%
10.	Coordinate risk management efforts in order to reasonably protect District assets from financial and catastrophic loss.	Monthly 5%
11.	Coordinate responses to public data requests ensuring adherence to Federal and State laws.	Monthly 5%
12.	Performs other duties of a comparable level and type.	As required.

Minimum Qualifications: *(necessary qualifications to gain entry into the job not preferred or desirable qualifications)*

Requires a minimum of a baccalaureate degree in business administration, accounting, finance or a closely-related field and at least five years of experience of prior related school district experience, governmental agency, or political subdivision, or an equivalent combination of education, training and/or experience necessary to successfully perform the essential functions of the work.

CERTIFICATION OR LICENSING REQUIREMENTS: (prior to job entry)

Certified Public Accountant (CPA) (Preferred)
 Certified Management Accountant (CMA) (Preferred)
 MASBO/ASBO Certification (Preferred)

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KNOWLEDGE REQUIREMENTS: (Requires knowledge of)

- Generally-accepted accounting principles and practices
- School finance, especially statutes, laws, UFARS and formulas.
- Management principles, including supervision, evaluation, goal setting, and motivation.
- Investing and cash management.
- General economics.
- Financial analysis.
- Labor relations and collective bargaining, especially regarding financial impact on a school-district budget.
- Human Resources

SKILLS REQUIREMENTS - (Skilled in)

- Using specific MS-Office and Google applications, especially skilled in using Excel spreadsheets.
- Computer-based financial management systems such as, BusinessPLUS
- Written and verbal communication, as well as presentation skills.
- Analytical thinking.
- Labor relations, including negotiations.

PHYSICAL REQUIREMENTS: (indicate according to the requirements of the essential duties/responsibilities)

Employee is required to:	Never	1-33% Occasionally	34-66% Frequently	66-100% Continuously
Stand		√		
Walk		√		
Sit			√	
Use hands dexterously (use fingers to handle, feel)			√	
Reach with hands and arms		√		
Climb or balance	√			
Stoop/kneel/crouch or crawl	√			
Talk and hear				√
Taste and smell	√			
Lift & Carry:				
Up to 10 lbs.		√		
Up to 25 lbs.		√		
Up to 50 lbs.	√			
Up to 100 lbs.	√			
More than 100 lbs.	√			

GENERAL ENVIRONMENTAL CONDITIONS:

Work is performed under normal office conditions and there are minimal environmental risks or disagreeable conditions associated with the work.

Occasionally, lifting up to twenty-five pounds is required when lifting large quantities of copying paper.

The typical noise level is considered to be moderate.

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GENERAL PHYSICAL CONDITIONS:

Work can be generally characterized as:

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.

Vision Requirements: (Check box if relevant)		YES	NO
No special vision requirements		√	
Close Vision (20 in. of less)			
Distance Vision (20 ft. of more)			
Color Vision			
Depth Perception			
Peripheral Vision			

JOB CLASSIFICATION HISTORY:

Updated Job Description by Human Resources on 8/9/16
Updated: Job Description by Human Resources on 7/18/18