

USD #375 JOB DESCRIPTION

TITLE: Director of Business Services and Operations

QUALIFICATIONS:

1. Bachelor's Degree in Business Administration (or related area)
2. Office management experience preferred
3. Previous experience as a business manager preferred
4. School finance experience preferred.
5. Other qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Superintendent of Schools

SUPERVISES: Payroll/Accounts Payable Secretary.

JOB GOAL: The responsibility of the Director of Business Services and Operations is to plan and oversee the financial, physical, support, and Federal program operations of the school system. The Director of Business Services and Operations supervises the accounting, payroll, purchasing, budget control and other business office functions. This person is to serve as Treasurer of the Board of Education as prescribed by K.S. A. 72-8202d.

PERFORMANCE RESPONSIBILITIES:

1. Prepare the annual budget for publication and file it with the county and state offices as prescribed by law.
2. Coordinate, ensure, prescribe and direct bookkeeping procedures comparable with good accounting practices and in conformity with the laws of the state of Kansas.
3. Administer and coordinate all practices pertaining to the budget throughout the year and carry out all legal requirements of the budgetary process.
4. Audit all bills and claims, and process for payment after formal Board of Education approval.
5. Establish procedures for the procurement of materials, supplies, equipment and services that will result in their acquisition in accordance to the laws of Kansas.
6. Maintain records that properly reveal all receipts and expenditures.
7. Work with the Payroll Clerk in the preparation of all payrolls, reports and related records.
8. Initiate the action required to secure and maintain insurance coverage for equipment and personnel, physical facilities and other insurance coverage as directed by the Board of Education.
9. Prescribe the procedures and supervise the activity funds in all schools.
10. Prepare local, state and federal financial statistical reports.

11. Maintain day-to-day coverage of legislative activities that pertain to the fiscal operation of school districts.
12. Perform the duties of the Treasurer of the Board of Education.
13. Attend board meetings and prepare such reports for the Board as the superintendent may request.
14. Attend teacher contract negotiation meetings and prepare such reports as the superintendent may request.
15. Supervise and manage the employee benefit program as directed by the superintendent.
16. Serve as the district contact person for all federal funds, and file all reports as required by state and federal officials.
17. Maintenance and submission of all State data collections regarding schools and students.
18. Perform other duties as assigned by the Superintendent of Schools

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Necessary Skills

Ability to read, analyze, and interpret general educational reports, professional journals, technical procedures, and regulations, ability to effectively present information and respond to questions from groups and individuals. Ability to write clearly; keep detailed records; effectively produce reports, letters, and memoranda; and to carry out complex tasks, and ability to communicate clearly and concisely both in oral and written form. Ability to solve practical problems and to deal with a variety of variables. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Professional Conduct

Employee acknowledges that he/she is required to maintain a high standard of professional conduct. Breach of said professional conduct includes but is not limited to: neglect of duty, dishonesty, engagement in acts that are contrary to district policy, unlawful activities, or any other conduct which is seriously prejudicial to the school system.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to walk, sit, talk, and hear. The employee is frequently required to stand and reach with hands and arms. The employee

must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, depth perception, and the ability to adjust focus. The employee is required to interact with staff and meet the demands from several people. The employee is responsible for the work output of others. The employee frequently works extended hours.

Work Environment

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

Evaluation

Performance of this job will be evaluated by the superintendent.

TERMS OF EMPLOYMENT: Twelve-month year

EVALUATION: the Superintendent will evaluate Performance of this job annually.

Applicants should submit an application, cover letter and resume to Circle USD 375, 901 Main, PO Box 9, Towanda, KS 67144 or by email to pmosier@usd375.org. Application is available online at <http://www.usd375.org/District3/applications.htm> . Please call 316-541-2577 for more information.