



Annandale Public School District 876

JOB DESCRIPTION

Position Title:

Director of Business Services

Department:

Business Office

Unit:**Immediate Supervisor:**

Superintendent

Grade Placement:**FLSA Status:****Job Summary:**

Under the direction of the Superintendent, the Director of Business Services is responsible for budgetary compliance and fiscal compliance for the school district and supervising the Director of Technology.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Designs, implements and monitors the district budget.
2. Oversees the purchasing process for the district to ensure state statutes are followed.
 - Bids, quotes and joint purchasing contracts.
 - Reviews purchase orders and invoices to confirm they adhere with district policies and proper account coding.
 - Assists in the negotiation of the transportation contract.
 - Ensures contract terms are followed.
3. Assists in grant development.
 - Assists with Title I and Alternative Delivery of Specialized Instructional Services (ADSIS) grants.
 - Works with Special Education Coordinator for federal fund use.
 - Assists Q-Comp group with the development of a budget.
 - Works with the District Office Assistant to post e-rate forms on the Federal Communications Commission (FCC) website and obtain budget approval.
4. Develops a plan for the district's network and how to best use e-rate funds. Discusses condition of current network equipment and future needs with the Director of Technology and a technology consultant.
5. Assists with long term facility planning for building repair and maintenance purposes. Helps determine when the identified repairs can and should be made and how to fund them.
6. Works with Principals and Administrative Assistant's to monitor budgets throughout the year. Ensures budgets are being spent as planned and provides assistance when necessary.
7. Ensures information is reported properly and accurately to the state and other agencies.
 - Uniform Financial Accounting and Reporting Standards (UFARS).
 - Minnesota Automated Reporting Student System (MARSS).
 - State Educational Record View and Submission (SERVS).
 - Electronic Data Reporting System (EDRS).
 - Submits levy information to the county and state.
 - Manages the district's annual audit and periodic audits by the state.

- Reviews nonpublic and home school reports submitted to the state.
- Reviews open enrollment forms.
- Coordinates the civil rights reporting for the Department of Education.
- Reviews 1099's.

8. Oversees daily accounting activities for the district, including accounts payable, deposits, journal entries and budget adjustments. Manages the investing of district funds.

9. Performs other related duties as assigned.

EDUCATION AND KNOWLEDGE REQUIREMENTS

Education Training and Experience Requirements:

- Bachelor's Degree with a major in Accounting, Finance or a closely-related field.
- At least 3 to 5 years of prior related work experience

License/Certification Requirements:

-

Knowledge required to perform the essential functions of the job:

- Knowledge of school finance and finance software.
- Knowledge of principles of accounting and auditing.
- Knowledge of district administrative guidelines, policies and procedures.
- Knowledge of relevant laws, rules, statutes, regulations and guidelines pertaining to areas of responsibility.
- General knowledge of the technology equipment necessary in a network and the functions they perform.
- Fundamentals of supervisory concepts, principles and practices.

WORK SKILLS AND CHARACTERISTICS

Skills required to perform the essential functions of the job:

- Ability to understand guidelines and laws set by various governing bodies.
- Ability to communicate effectively with a variety of internal and external individuals or entities.
- Ability to create, analyze and interpret spreadsheets or mathematical formulas.
- Managing, projecting, formulating and establishing budgets.
- Accounting analysis and projection techniques and procedures in the analysis of cash flow requirements, revenue projections, budget requirements and other financial projections.
- Preparation of various local, state or federal accounting/fiscal reports.
- Developing and implementing accounting controls, procedures and methods consistent with acceptable accounting procedures and methods.
- Preparation, maintenance and accounting processes and procedures associated with the maintenance of the general ledger, accounts payable, accounts receivable and payroll processing.
- Using online financial programs, including online reporting.
- Skilled in establishing and maintaining effective working relationships with employees, supervisors, and building staff.

PHYSICAL REQUIREMENTS

Physical requirements associated with the position can be best summarized as follows:

Light Work. Exerting up to 50 pounds of force occasionally, up to 10 pounds of force frequently and a negligible amount of force constantly to lift, carry, push, pull or otherwise move objects.