

# Board Policy

Code No. 303.5E1

## ADMINISTRATIVE DUTIES – DIRECTOR OF FINANCE & BUSINESS SERVICES

**TITLE:** Director of Finance & Business Services

**QUALIFICATIONS:**

1. A minimum of Bachelor's degree in education, business management or accounting.
2. A minimum of four years' experience in one of the above fields, including at least one year of experience in a supervisory capacity.
3. Such alternatives to the above guidelines as the Superintendent and the Board may deem appropriate.

**REPORTS TO:** Superintendent

**SUPERVISES:** Accounting Department

**JOB GOAL:** To administer the business affairs of the District in such a way as to provide the best possible educational services with the financial resources available.

### PERFORMANCE RESPONSIBILITIES:

1. Makes decisions and demonstrates leadership that supports the mission, goals, and interests of the District and of students.
2. In conjunction with the Superintendent, supervises the financial affairs of the District, including the handling of all funds, accounting, and reporting procedures.
3. Acts as advisor to the Superintendent on the school budget and all other business and financial matters.
4. Administers accounting systems and functions for the District.
5. Assists the Board Treasurer in coordinating short and long term investments.
6. Serves as a member of the negotiating team.
7. Office manager for the Administration Center.
8. Assists administrators in interpreting and applying negotiated agreements and related Board policies.
9. Administers the District's unemployment and workers compensation programs.
10. Coordinates the District's budget development process and management.
11. Arranges for the internal and external auditing of school accounts.
12. Supervises storage and distribution of supplies and equipment.
13. Develops District financial projections.
14. Assists in developing priorities and long-range goals for the District.
15. Assists in recruiting, screening, hiring, assigning, supervision and evaluating personnel for positions under his/her jurisdiction.
16. Works to maintain effective District community relations and interprets the financial concerns of the District to the community.
17. Develop and oversee the District's financial internal controls.
18. Performs all other tasks as assigned by the superintendent.

The office of Financial & Business Services shall be responsible to:

- Receive all monies belonging to the school district.
- Issue paychecks signed by the President and countersigned by the Secretary of the Board.
- Keep an accurate record of all receipts and expenditures of school funds.
- Register all checks drawn and reported to the Treasurer by the Secretary showing the number, date, to whom drawn, fund upon which it is drawn, the purpose and amount.
- Render a monthly financial statement to the Board and keep books open for inspection at all times.

**EVALUATION:** Performance of this job will be evaluated in accordance with provisions of District policy.

*Cross Reference:* 206.4 Treasurer

*Approved:* June 19, 2006

*Revised:* January 11, 2010  
August 1, 2011  
February 20, 2018  
September 16, 2019

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August 1, 2011

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