



Director of Business Services

Reports to: Chief Administrator

Classification: Management

Date: 4/19

Job Summary:

Provides leadership and direction in the planning, implementation and evaluation of financial services and business operations for the Agency. Supervises and coordinates finance and business functions. Monitors fiscal accountability, reports financial status to the Board and files necessary state and federal reports required of the Board.

Qualifications:

1. BA degree in accounting, finance, business administration or related area.
2. Five years of experience in accounting, school or business administration or related field.
3. Working knowledge of computerized accounting systems.

Essential Functions:

1. Establishes implements and complies with sound business and accounting practices, policies and procedures.
2. Organizes and directs accounting and finance procedures to provide appropriate and timely information to the Administrator, central office administrators and the Board.
3. Oversees the timely preparation and submission of all state and federal reports.
4. Analyzes and interprets financial statements to assist administrators in making informed decisions.
5. Coordinates and implements detail budgets in consultation with the Administrator and on behalf of the Board, which includes supporting central office administrators in establishing annual expense budgets, monitoring actual expenditures and planning appropriate action, providing meaningful guidelines for forecasting needs, administering approved budgets and alerting central office administrators to needs that may arise.
6. Maintains effective management for the income and expenditures of the Agency, including cash flow, internal controls to safeguard assets, recording and reporting systems, and supervising and managing employees in the areas involving receivables, purchasing, inventory, accounting, accounts payable and payroll.
7. Coordinates and collaborates on a regular basis with the Human Resources Coordinator to ensure unified functioning of the Human Resources and Business Services offices.
8. Implements the Agency's risk management program and represents the Agency when claims are filed.
9. Serves as treasurer of the Agency Board of Directors.
10. Serves on the Agency negotiations team for collective bargaining.

Additional Responsibilities:

1. Participates in projects, committees or activities to support the mission of the programs, regions, and Agency.
2. Pursues professional growth opportunities and relationships to keep current with and influence educational directions.
3. Plans, coordinates and supervises the internal mailroom function.
4. Insures compliance with the intent and provisions of the staff agreements.
5. Develops and recommends the policies and procedures governing business and finance practices.
6. Assists the Administrator in reports to the Board and participates in Board meetings.
7. Serves as liaison between the Department of Education, the AEA and the local school districts.
8. Serves as a resource to local school districts (LEAs) for LEA finance.
9. Performs other such duties as may be assigned.

Knowledge, Skills and Abilities:

1. Ability to communicate effectively and maintain effective working relationships.
2. Ability to function effectively as a team member.

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Knowledge, Skills and Abilities, cont'd:

3. Extensive knowledge of finance, generally accepted accounting principles, business procedures and state and federal statutes.
4. Effective in organizational, analytical and problem-solving skills and collaborating in the management of a multi-million dollar budget.
5. Effective managerial skills in leading, planning, directing and coordinating.
6. Ability to develop long-range and short-range plans and manage appropriately.
7. Ability to effectively monitor, evaluate, direct and develop staff.
8. Ability to maintain confidentiality and demonstrate understanding for sensitive situations.
9. Ability to read and interpret documents, write reports and correspondence, and apply appropriate mathematical concepts.

Physical Requirements:

1. Ability to travel between schools/sites served.
2. Normal, routine levels of bending, carrying, climbing, reaching, sitting, standing, and walking.

EOE/M-F-H-V