

DELANO UNION SCHOOL DISTRICT

Director Business Services

Job Summary:

The Director of Business Services will serve as an assistant to and serve under the direct supervision of the Assistant Superintendent of Business Services. Under this direction, will plan, organize and participate in responsible and technical fiscal record management, audit and reporting functions. The Director will supervise the budgeting process, accounts payable / receivable, the purchase order process, financial accounting, payroll and the audit process. The Director will also provide technical analysis to the Assistant Superintendent on various projects.

Required Qualifications:

1. **Education:**
Bachelor's degree or equivalent training in Business, Public Administration or a related field.
2. **Experience:**
 1. A minimum of three years of successful experience in school business.
 2. An understanding of business management principles and processes, including budget preparation and control.
 3. Knowledge and practice of accounting, business administration, budgetary, auditing, and fiscal management with emphasis on school or governmental operations.
 4. An ability to lead, plan, direct and evaluate the work of others.
 5. An ability to write and verbally present clear and concise management, financial and related reports.
 6. CPA experience highly desirable.
 7. Knowledge of California school accounting practices.

Essential Functions of this Position:

1. Prepares financial reports and provides accounting data used in budget preparations and subsequent revisions.
2. Provides fiscal analysis to determine trends in projected expenditures and revenues to assist in the budget development process.
3. Provides department supervisors and school administrators with budget information.
4. Directs the preparation of grant and categorical budgets in conjunction with program managers.

5. **Supervises staff in monitoring expenditures and adjusts budgets as necessary in conjunction with program managers. Review expenditure reports and claims for grant and categorical programs that have been prepared by staff.**
6. **Audits, monitors and evaluates the fiscal records of the district office internal operation and the fiscal operation of school sites and departments as assigned.**
7. **Supervises the district's accounting systems to include payroll, accounts payable/receivable, revolving cash, bank reconciliation, insurance, etc.**
8. **Supervises and audits facility rental records, student body accounts, etc.**
9. **Assists in the preparation of a variety of reports mandated by state and federal agencies.**
10. **Works with independent auditors contracted with the district, in the performance of the annual and special audits.**
11. **Plans, organizes and implements cost accounting systems to ensure adherence to budgetary and expenditure control guidelines, policies and regulations.**
12. **Reviews and verifies employment transmittals, contracts, and appointments to ensure position control adherence and the availability of funds.**
13. **Performs research and special project assignments related to negotiations, contracts to other confidential personnel matters as related to the budget process.**
14. **Oversees and maintains equipment inventory system.**
15. **Prepares written and financial reports.**
16. **Reports directly to the Assistant Superintendent of Business Services.**
17. **Performs other duties as assigned.**

Other Related Functions of this Position:

1. **Demonstrate a professional attitude toward parents, students and staff.**
2. **Attend staff functions after regular "duty hours" as needed for supervision and training.**

Employee: _____ **Date:** _____

Authorized representative: _____ **Date:** _____

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.