

SECTION I: GENERAL INFORMATION

Classification Title: Director of Business Services	Department: Business Services	Unit: Directors
Immediate Supervisor: Superintendent	Grade Placement:	FLSA Status: Exempt
<p>Job Summary:</p> <p>Under the direction of the Superintendent, the Director of Business Services serves as the chief financial officer overseeing accounting, budget processes and fiscal reporting. Duties also include providing leadership, management oversight of transportation, nutrition services, and purchasing. The Director of Business Services serves as a member of the administrative team in addressing issues, programs and concerns of the district.</p> <p>Essential duties outlined below are intended as “representative” examples of the level, nature and decision making expected of positions assigned to this classification. The duties below are not intended to be a comprehensive listing of all duties and tasks performed by the employees assigned to this classification. A classification description, unlike job description or position description, is designed to capture the general expectations, complexity level, and nature of work of any position that may be allocated to this classification.</p>		

SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Plans, organizes, prepares and monitors the school district budget. Consolidates educational needs and inputs from administrators, teachers, supervisors, and community members and designs a composite financial plan and annual budget.
 - Forecasts and determines future revenue based on projected enrollment, legislative changes, needs in special education, technology, capital requirements, transportation and nutrition services.
 - Monitors and oversees budgetary requests and recommendations from program managers and program areas responsible for overseeing.
2. Serves as the chief financial officer of the school district. Plans, formulates, organizes and administers the fiscal affairs of the school district.
3. Supervises department staff and manages all finance, payroll and accounting processes and operations of the Business Services; also oversees and manages the delivery of services, operations and staff of transportation services, nutrition services, purchasing and print shop.
 - Monitors staff activities to ensure generally acceptable accounting practices, laws, rules, department and district policies and procedures.
 - Interviews, selects, evaluates, and monitors staff directly or through designated supervisor personnel.
 - Establishes work standards and oversees the organization of the department(s) falling under Business Services.
4. Establishes and maintains an accounting system for legal accountability and reporting of all school district funds to state and federal governmental agencies and provides accurate financial information for decision making and management of district budgets.
5. Monitors and controls the school district’s cash flow, management and investment portfolio in accordance with rules and regulations.
6. Coordinates school district property and casualty insurance and maintains liability insurance at appropriate levels.
7. Oversees, supervises, and monitors the implementation district election processes and procedures.
8. Participates in all contract negotiations and prepares cost projections and data for proposals.
9. Performs other duties of a comparable level or type, as required.
 - Keeps abreast of changing developments, trends, laws, rule changes, and technologies within the field.

- Participates in staff development and professional development activities.
- Represents the District at various regional and state meetings pertaining to job responsibilities.
- Attends all Board meetings to provide information, assistance or clarification, as needed.

SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING POSITIONS:

	Titles of Positions Directly Supervised	# of Employees		Titles of Positions Directly Supervised	# of Employees
1	Accounts Payable	1	4	Payroll Supervisor	1
2	Purchasing	1	5	Nutrition Services Supervisor	1
3	Accountant	1	6	Transportation Supervisor	1
TOTAL					6

INDIRECT SUPERVISION:

Number of employees indirectly supervised: Mechanics, food service personnel, bus drivers	Total: 114
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Required Work Experience in Addition to Formal Education/Training:
At least 3 years of prior governmental, school or public accounting experience and 2 years management and supervisory experience.

LICENSE/ CERTIFICATION	Identify licenses/certification required: Valid MN driver’s license.
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EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:

REQUIRED EDUCATION/TRAINING (choose one)				DEGREE INFORMATION:	
less than high school diploma				Type of degree: (B.S., M.A., etc.) Bachelor’s Degree	
High school diploma or GED.				Major field of study or degree emphasis: Accounting, Business Administration or closely related field	
1 year college		2 years college		Essential knowledge and specialized subject knowledge required to perform the essential functions of the job:	
3 years college	x	4 years college			
1st year graduate level					
2nd year graduate level				<ul style="list-style-type: none"> • Laws, rules, statutes and guidelines related to school finance, audit requirements, business operations, and accounting. • State funding formulas, levy process and requirements. • Organizational, management and supervisory principles, standards and practices. • Knowledge of statistical, investment, budget, accounting, cash flow analysis, contract administration and purchasing best practices and procedures. • Knowledge of GAAP standards, UFARS and MARSS reporting. • Data processing systems and software used in the collection, analysis, reporting and accounting financial information. • Knowledge of local, state and federal reporting requirements of school finances and accounting information. 	



ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK	<p>Skilled in:</p> <ul style="list-style-type: none"> • Managing, projecting, formulating, forecasting, establishing and monitoring budgets. • Interpreting, analyzing and reading financial reports. • Delegating, managing and overseeing personnel engaged in the accounting operations of the District. • Assisting and representing the district in labor negotiations; costing out negotiation agreements, provisions and analysis of proposals. • Oversees the preparation, maintenance and accounting processes and procedures associated with the maintenance of the general ledger, accounts payable, accounts receivable, payroll processing, and reporting requirements. • Developing and implementing accounting controls, procedures, audit recommendations and methods consistent with acceptable accounting procedures and methods. • Planning, directing and overseeing operational departments of the District including transportation services, nutritional services, purchasing and print shop. • Preparation of various local, state or federal accounting/fiscal reports. • Accounting analysis and projection techniques and procedures in the analysis of cash flow requirements, revenue projections, budget requirements and other financial projections. • Human relation, presentational and communication skills needed to advise, negotiate, persuade and interact with representatives of outside organizations, district administrators, board members, outside governmental agencies, business agents, vendors and the general public.
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PHYSICAL JOB REQUIREMENTS: (Indicate according to essential duties/responsibilities)

Physical Activities	Amount of Time Spent				Lifting/Forcing Exerting	Amount of Time Spent			
	None	1/3 Less	1/3 to 2/3	Over 2/3		None	1/3 Less	1/3 to 2/3	Over 2/3
Stand		X			Up to 10 lbs				X
Walk			X		Up to 25 lbs		X		
Sit				X	Up to 50 lbs	X			
Use hands to finger, handle or feel				X	Up to 100 lbs	X			
Reach with hands and arms		X			Over 100 lbs.	X			
Climb or balance	X								
Stoop, kneel, crouch or crawl	X								
Talk or hear				X					
Taste or smell	X								

PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities

Physical requirements associated with the position can be best summarized as follows:
Light Work:
 Exerting up to 25 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.

HAZARDOUS WORKING CONDITIONS	<p>Unusual or hazardous working conditions related to performance of duties: Duties are performed in a typical school district office setting. There are minimal environmental hazards and risks associated with the nature of the work.</p>
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SECTION IV: DISTRICT MISSION AND CORE VALUES

<p>OUR MISSION</p>	<p><i>Our mission is to equip all students with the knowledge and skills to empower them to achieve their dreams and full potential while becoming responsible citizens in a dynamic world</i></p>
<p>CORE VALUES</p>	<p>We believe that:</p> <ul style="list-style-type: none"> • Trust and respect are fundamental for thriving relationships. • Our community flourishes when individuals, families and organizations collaborate. • Every person matters and has value. • Responsibility and accountability are essential for personal growth, organizational improvement and community engagement. • Commitment to high expectations is essential to help achieve full individual and collective potential.
<p>MISSION OUTCOMES</p>	<p>By 2020, all students will...</p> <ul style="list-style-type: none"> • Develop a personalized education path they can articulate and use to progress toward their evolving dreams. • Identify and choose positive ways they can take active ownership in their community while recognizing its diversity.
<p>STRATEGIES</p>	<p>We will...</p> <ul style="list-style-type: none"> • Ensure that every employee understands, supports and promotes our core values and mission. • Build trust and facilitate engagement with all ISD 15 stakeholders. • Align and support all educational programs and services to achieve our mission and mission outcomes.
<p>STRATEGIC DELIMITERS</p>	<p>We will NOT...</p> <ul style="list-style-type: none"> • Continue or adopt any program or service unless it is aligned with and advances the mission and is accompanied by the necessary human and financial resources • Make decisions without the use of relevant data provided by the appropriate personnel. • Allow past experiences to interfere with the consideration of new ideas.

SECTION V: CLASSIFICATION HISTORY AND APPROVAL

This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position.

Department Head's Signature
Date

Classification History:
 Created classification description 5/2016 BCC

