

STOCKTON UNIFIED SCHOOL DISTRICT

DIRECTOR OF BUSINESS SERVICES

DEFINITION

The Director of Business Services will manage, plan, coordinate, and execute various activities within the Business Services Division. The Director of Business Services will be responsible for high-level business and financial management functions, which may include accounting, budget, audit, compliance, risk management, benefits, payroll, and other areas of the business division as required.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from Chief Business Official and Executive Director Business Services. May exercise supervision over clerical staff as assigned.

REPRESENTATIVE DUTIES– (Incumbents may perform any combination of the essential functions shown below ((E)). This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

Plan, organize, and direct the accounting, budget, risk management, payroll, employee benefits, audit/compliance, attendance, ASB Accounting, and risk management functions and activities of the District. (E)

Direct the maintenance and proper disbursements of funds. (E)

Train and supervise the performance of assigned personnel to include recruitment, professional development, and disciplinary actions. (E)

Plan, develop, implement, and monitor assigned budgets and actuals for all assigned funds, resources, and departments. (E)

Assure adequate documentation and communication of all practices, programs, and periodic events to include internal/external audit schedules, benefit open enrollment, student attendance, and other cyclical tasks. (E)

Provide accurate analysis and data for District financial reports to include analysis for negotiations, worker's compensation, litigation claims, retirement reporting, benefit rate calculations, and employment hearings. (E)

Monitor, interpret, and evaluate federal, state, and local legislation codes and regulations to ensure compliance in the assigned areas of responsibility. (E)

Prepare and/or assist with AB 1200, Budget and Interim Reports, Litigation Status Reports, Inventory, Attendance, Enrollment, and/or Actuarial Reports. (E)

Establish and maintain effective communication and working relationship with district staff, governing board, local, state, federal, county, and local school districts. (E)

Exercises independent judgment, problem solving, using district or other regulatory rules, policies, procedures, programs, contractual agreements or guidelines. (E)

Perform related duties as assigned.

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QUALIFICATIONS

Knowledge of:

- Applicable, laws, rules, and policies and procedures as they pertain to governmental and school district accounting, insurance, workers compensation, employment, municipal funding, or other related function
- Principles and practices of K-12 programs
- Financial analysis, projection, and presentation techniques and standards
- Methods practices, and terminology used in financial record keeping
- Good knowledge of basic principles of accounting and auditing
- Effective negotiation skills and/or management/interpretation of collective bargaining agreements
- Excellent both oral and written communication skills

Ability to:

- Familiarity with school district organization, educational objectives, and applicable codes
- Demonstrate and coach staff on the use of proficient and advanced levels of software and financial systems
- Analyze financial data and prepare forecasts and recommendations
- Maintenance of ledgers and ability to close books accurately
- Compile and analyze financial and statistical data
- Interpret, apply, and explain rules, regulations, instructions, policies and procedures and use good judgment in determining methods of application
- Perform repetitive tasks with a high degree of accuracy and attention to detail
- Establish and maintain cooperative and effective working relationships with others
- Use of good judgment in planning and organizing the workload
- Plan and organize work

Education and Experience:

Bachelor's degree in accounting, finance, business, economics, or other related field highly desirable or a minimum of five years increasingly responsible experience in the administration in related business fields. Master's degree is highly desirable.

License and Certificate:

- First Aid and CPR certificates must be obtained within sixty (60) days from date of hire
- Possession of a valid California driver's license

WORKING CONDITIONS:

Physical Demands:

Employees in this position must have/be able to:

- See to view a computer monitor and read a variety of materials
- See, hear and speak with/without assistive devices sufficient to communicate effectively with others
- Dexterity of hands and fingers to operate a computer keyboard
- Bend at the waist
- Lift and/or carry up to 25 lbs., at waist height for short distances
- Reach overhead, above the shoulders and horizontally, grasp, push/pull

