SONORA SCHOOL DISTRICT

CONFIDENTIAL CLASSIFIED MANAGEMENT  
DIRECTOR OF BUSINESS SERVICES  
  
  
DEFINITION  
  
To plan, organize, direct, manage, and oversee the District’s Business Services to include accounting, purchasing, and payroll, and risk management in accordance with the Superintendent’s and Governing Board’s directives; to plan, manage, and coordinate the District’s annual budgeting process; to provide specialized and professional staff support information, and assistance to the Board and the Superintendent; and to participate as a responsible, proactive, and positive team member of the District’s senior management team.

DISTINGUISHING CHARACTERISTICS  
  
This is a senior level management classification assigned to Business Services. The individual in this single position job class establishes procedures and systems, administers budget, develops and initiates programs, and formulates administrative/ operational objectives. This assignment requires comprehensive professional and technical knowledge and expertise in all aspects of school finance, fiscal planning, budgeting, risk management, and internal controls. This assignment also requires a high level of initiative, independent and sound judgment, discretion, as well as strong management and leadership skills.  
  
SUPERVISION RECEIVED  
  
Receives direction from the Superintendent.  
  
Exercises direct supervision over assigned clerical and food service personnel.  
  
EMPLOYMENT CLASSIFICATION  
  
This is a senior management classification as defined by Education Code section 45100.5. This person employed in this assignment will be a salaried individual. The Board will expect the individual in this assignment to work 260 days per year.  
  
JOB DESCRIPTION  
  
1. Plans, directs, coordinates, and participates in the development and administration of the District’s annual budget; completes Federal and State fiscal reporting; coordinates and directs the forecasting of funds needed, researches and analyzes funding resources and availability; prepares and presents financial projections to the Superintendent and the Board of Trustees.

2. Prepares in the preparation and presentation of the “SACS” series of budget reports and related programs. Preparation of the district’s budget and development of procedures that ensure adequate budget control according to district board policy and state and federal laws.

3. Ongoing monitoring and updates to the Board on status of district and school site budgets.

4. Prepares Revenue Limit Calculations.

5. Maintains attendance accounting systems in accordance with district board policy and state regulations. Oversees the required monthly state and county attendance reports, and J-18/19, P1, P2, annual reports for the district.

6. Oversees the District’s payroll process, employee benefits coordination, maintenance of payroll related records, documentation, and databases in compliance with pertinent federal and state regulation/guidelines and subject to audit.  
  
7. Plans, organizes, manages and participates in the establishment and maintenance of all the District’s accounting functions; maintains the general and subsidiary ledgers; reviews and verifies journal entries; adjusts as necessary.  
  
8. Oversees the financial aspects of Health/Welfare, Workers’ Compensation, Property and Liability insurance coverage as provided by California’s Valued Trust and act as the District JPA representative.

9. Coordinates and participates in the negotiations process with established employee unions/ representatives; administers the union contract(s) on a day-to-day basis.  
  
10. Initiates, directs, and coordinates the implementation of the District’s internal control structure as it relates to fiscal and accounting requirements and regulations, develops new and evaluates existing policies and procedures to ensure a strong financial internal control structure.  
  
11. Participates in the formulation of District policies and procedures; establishes and maintains goals, objectives and action plans for accomplishment of stated and mandated goals within the Business Services Office and for assigned programs/operations.  
  
12. Reviews, audits, reconciles, and/or prepares a variety of accounting/ financial records, data, and documentation; verifies accuracy, analyzes information and summarizes materials in an understandable and professional manner (State and Federal programs – Categorical, etc.)  
  
13. Reviews, analyzes, and evaluates changes in federal and state laws and regulations that may have an impact on the District and its fiscal responsibilities as well as personnel issues regarding certificated and classified employees; establishes action plans to ensure compliance with pertinent guidelines and regulations; advises the Superintendent and Board of specific plans, costs, and recommendations for required program, policy, and procedural modifications.  
  
14. Provides professional and leadership resources to the Superintendent, Board members, other management/administrators, and staff in a responsible and supportive manner that will maximize the Business Services effectiveness and responsiveness and is in accordance with the District’s mission and objectives.  
  
15. Represents the District and acts as liaison with a variety of federal, state, and local agencies/organizations to ensure communication with and input into all decision-making and data collection processes that impact the goals and objectives of the District and the Business Services Offices.  
  
16. Initiates, organizes, provides leadership to, and participates in a variety of committees and task forces within and outside the District in response to identified needs, special assignments, enhanced communications, and the over-all and on-going commitment to team management and facilitation of enriched employee productivity and success.  
  
17. Attends monthly Board meetings. Makes periodic presentations to the Board during open and closed board meetings regarding Business and Personnel matters.  
  
  
TOOLS/EQUIPMENT/MACHINES/WORK AREAS  
  
A person in this position should have the ability to operate telephones, public address system, typewriter, computer, telephone answering machine, postage machine, copy machines, calculator, and FAX machine.  
  
  
JOB QUALIFICATIONS

1. A bachelor’s degree in a business-related field of study or equivalent school business experience.  
2. Additional professional training in business management is desirable.  
3. At least five (5) years of progressively responsible and varied experience performing accounting, administrative, and business functions in an educational or school site environment.  
4. Good work history, demonstrating verifiable reliability, responsibility, and good work habits.  
5. Ability to use a ten-key calculator by touch.  
6. A valid California Motor Vehicle Operator’s License is desirable.  
7. A valid First Aid Certificate is desirable.

WORKING CONDITIONS  
  
Environment  
• Typical office environment with constant interruptions and noise  
  
Physical Abilities  
• Sufficient depth perception to file documents  
• Sufficient hearing (with or without correction) to hear normal and telephone conversations  
• Ability to speak in a voice that can be clearly heard and understood on the telephone and in face-to-face conversations  
• Sufficient dexterity to manipulate small objects, print or write legibly, operate telephone, use computer keyboard, and other business machines.  
• Sufficient physical ability to sit or stand for prolonged periods of time  
• Sufficient physical ability to reach horizontally and vertically with arms  
• Lift, carry, push, or pull an object not to exceed twenty (20) pounds  
• Sufficient vision (with or without correction) to read small print.