



## **DIRECTOR, BUSINESS SERVICES**

### **GENERAL RESPONSIBILITIES**

Provide the School Board and taxpayers with periodic financial statements and related information disclosing the financial condition of the School Board's Funds (e.g., School Operating, Grants, Athletics, Textbooks); and provide the Superintendent, governmental agencies, schools and departments with detailed financial data to ascertain the current financial condition of each program, intergovernmental or private grant, capital project, and other school activities.

### **ESSENTIAL TASKS**

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Supervise the school systems accounting, payroll, purchasing, risk management and accounts payable functions.
- Prepare the School Board's Comprehensive Annual Financial Report in accordance with Generally Accepted Accounting Principles, auditing standards for an unqualified opinion, Government Finance Officers Association program standards, Association of School Business Officials program standards and other applicable authoritative pronouncements.
- Determine the propriety, funding, and adherence to contractual agreements, intergovernmental grant restrictions, Code of Virginia, School Board policies, State Department of Education guidelines and other applicable laws and regulations for each expenditure request.
- Account for all revenue sources (e.g., Federal Government, Commonwealth of Virginia, local government).
- Administer the tax-sheltered annuity and deferred compensation programs in accordance with IRS regulations Administers the school rentals process in accordance with School Board policies.
- Review and approve all contracts in accordance with School Board policy. Review and approve all requisitions. Review and approve payments as the School Board's Fiscal Agent Reviews and approve all adjusting entries to the financial accounting system records.
- Review and approve all grant related budget adjustments to the financial accounting system records.
- Administer the School Division's Tax-sheltered Annuity Program and serve as the School Board's administrator for the Deferred Compensation Program.
- Coordinate the independent audit of the various funds of the School Board Presents the monthly Interim Financial Statements to the School Board.
- Coordinate the Actuarial Analysis of the Risk Management Fund and the Health Insurance Fund. Provide an adequate Records Management program in compliance with applicable laws and regulations.



- Assist in the negotiation of various contracts with vendors (e.g., textbook publishers, hospital facility and training for the nursing program, pictures, vending equipment, officials, consultants, City agreements).
- Perform related work as required.

**KNOWLEDGE, SKILLS AND ABILITIES**

Thorough knowledge of business methods, markets and purchasing practices; thorough knowledge of the laws relating to public purchasing; thorough knowledge of the principles, practices and procedures of accounting and auditing; thorough knowledge of local, State and Federal school funding programs; ability to write clear and concise contracts and specifications; thorough knowledge of various grades and qualities of a variety of materials, supplies and equipment used by the school division; thorough knowledge of standard office procedures, practices and equipment; ability to plan and review the work of office staff in performing varied procurement functions; ability to express ideas clearly and concisely, both orally and in writing; ability to prepare and maintain complex fiscal records and systems; ability to establish and maintain effective relationships with school officials and associates.

**EDUCATION AND EXPERIENCE**

Bachelor's Degree in Business Administration (concentrating in Accounting). Master's in Business Administration (MBA) or Public Administration (MPA) preferred. Certified Public Accountant (CPA) or Certified Management Accountant (CMA). Considerable experience in the Accounting and Financial Management field (including Supervision of Professional and Paraprofessional employees and the coordination of complex Public School Accounting, Financial Reporting, Intergovernmental Grants, Accounts Payable, Risk Management, Payroll, Purchasing, and Financial Administration).

A comparable amount of training and experience may be substituted for the minimum qualifications.

**PHYSICAL REQUIREMENTS**

None.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

**SPECIAL REQUIREMENTS**

Possession of a valid driver's license.

FLSA status: Exempt	Description: Rev. 6/00
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