



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 FUNCTIONS

(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
- 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

Required:

Bachelor's Degree in Business Administration (concentrating in Accounting).

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).

Preferred:

Master's in Business Administration (MBA) or Public Administration (MPA).

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

PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public using the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Frequent sitting, standing, grasping, fingering, repetitive motion, and reaching. Occasional walking, bending, stooping, and driving. Ability to lift up to 20 pounds occasionally. Requires timely and regular adherence to established work schedules.

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

SPECIAL REQUIREMENTS

Possession of a valid driver's license.

Regular and reliable attendance is an essential function of this position.

FLSA Status: Exempt or Non-Exempt	Description: 6/00, 7/20
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