

ASSISTANT SUPERINTENDENT OF BUSINESS AND FISCAL SERVICES

DEFINITION:

Under the direction of the Superintendent, plan, organize, control and direct the District's fiscal and business activities including short- or long-term planning; formulate policies relating to the business and financial operations of the District; supervise and evaluate the performance of assigned personnel.

EXAMPLES OF DUTIES:

Plan, organize, control and direct the District's fiscal and business activities and short- or long-term planning including fiscal services, facilities management, computer services, food services, transportation services, risk management, purchasing, and real estate.

Direct and coordinate preparation of the annual budget for approval and adoption by the Board of Education; compile, analyze and consolidate budget information; assure proper budgetary controls and transfer of funds to accomplish approved financial objectives; administer and direct the program of accounting for District funds.

Assist the Superintendent in the development of business policies, procedures and programs for the District to improve efficiency and service; direct business and accounting activities in accordance with principles of sound fiscal management.

Administer the District's financial program within State and County legal requirements and budget limitations; assure timely and accurate financial reporting; assure proper internal controls, audit trails and records maintenance.

Expedite legal problems of the District with legal counsel.

Supervise, direct and coordinate the work of personnel assigned to Business and Fiscal Services; evaluate immediate subordinates; select, train, transfer and terminate employees according to established procedures.

Negotiate with employee groups in areas such as wages, working conditions and other matters.

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Develop and maintain short- and long-term financial planning and prepare written forecasts of income and expenditures; actively pursue additional funds for the District.

Attend Board, public, staff and other meetings as assigned; prepare and present reports regarding the financial and business administration of the District.

Communicate with other administrators, District personnel, contractors and various federal, State and County agencies to coordinate activities and programs, resolve issues and conflicts and exchange information.

Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files related to assigned activities and personnel; operate a computer in the preparation of correspondence, records and reports.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

Knowledge of:

Planning, organization and direction of the business and fiscal services of the District. Principles and practices of governmental accounting, auditing and budget preparation, control and income forecasting related to a school district.

Principles and practices of administration, supervision and training.

Applicable laws, codes, regulations, policies and procedures.

Purchasing methods and practices involving the use of specifications and competitive bidding.

Methods, procedures and planning involved in District construction projects. Budget planning, development and reporting requirements.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer and assigned software.

Ability to:

Plan, organize and administer the business and fiscal services, activities and operations of the District.

Direct, coordinate and participate in the preparation of District budget.

Develop and implement improved accounting, record-keeping and budgetary procedures and systems.

Supervise and evaluate the performance of assigned staff.

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Plan, organize and direct the establishment and maintenance of accounting records and systems.

Communicate effectively both orally and in writing.

Interpret, apply and explain rules, regulations policies and procedures.

Analyze situations accurately and adopt appropriate course of action.

Meet schedules and time lines.

Work independently with little direction.

Plan and organize work.

Prepare comprehensive narrative and statistical reports.

Direct the maintenance of a variety of reports and files related to assigned activities.

Establish and maintain cooperative and effective working relationships with others.

Education and Experience:

Graduation from college with a bachelors degree in accounting, business or public administration, or related field and five years increasingly responsible professional experience in accounting, auditing, budget analysis and business management, including three years in a management capacity. The possession of an advanced degree and/or certification in school business administration is preferred.

Physical Abilities:

Hearing and speaking to exchange information and make presentations; seeing to read a variety of materials; dexterity of hands and fingers to operate a computer keyboard.