

MONONA GROVE SCHOOL DISTRICT
Position Description

Position Title: Director of Business Services

Department/Location: Business Services- District Office

Reports To: Superintendent

Employees Supervised: Business Office Personnel, IT Operations Supervisor, Facilities Supervisor, School Nutrition Supervisor, Media Coordinator

POSTION SUMMARY:

Under the direction of the Superintendent, the Director of Business Services is responsible for planning, implementing and managing the business affairs of the District.

PERFORMANCE RESPONSIBILITIES: This position description is not intended to be an exhaustive list of all duties, knowledge or skills associated with this position, but is intended to accurately reflect the essential job elements. Any combination of the job functions shown below may be performed.

Essential Functions

1. Supervise the management and financial accounting functions of the district, including, but not limited to preparation and monitoring of operational and capital budgets, accounting and reporting procedures, grants administration, investment of funds, and long-range district financial planning.
2. Initiate and maintain a system of internal controls to safeguard the assets of the district and provide accountability for public funds.
3. Develop a budget process to identify, prioritize, and allocate resources of the district.
4. Develop and implement necessary budgetary controls to ensure adequate resources are available for planned programs.
5. Supervise the preparation and distribution of all internal and external financial reports.
6. Prepare, present, and interpret the budget and financial reporting to the Board of Education and the public.
7. Assist building administrators and district administrators with developing individual budgets.
8. Oversee the administration of payroll in compliance with state and federal laws and regulations.
9. Authorize all purchases, supervise the preparation of bids and decide which bids will be accepted, in accordance with Board policy.
10. Hire, supervise and evaluate Business Services personnel.

11. Oversee school facilities in coordination with the Facilities Supervisor.
12. Assist in organizing and directing a program of inservice training aimed at increasing the skills of Business Services personnel.
13. Collaborate with administrators, staff, the Board and citizen committees in planning for school facility needs.
14. Oversee the school nutrition program in coordination with the School Nutrition Supervisor.
15. Oversee District technology services in coordination with the IT Operations Supervisor.
16. Direct the operation of the school transportation program.
17. Direct the operation of all insurance programs and keep accurate records of insurable values.
18. Collect and deposit district revenue and manage the district's debt and investments.
19. Identify nonresident students attending district schools and, when appropriate, supervise the applications for tuition. .

Additional Job Functions

1. Attend all Board of Education meetings and committee meetings as designated by the Superintendent.
2. Attend Administrative Team meetings.
3. Represent the District in the collective bargaining process.
4. Recruit, train and supervise census workers.
5. Perform other related duties as directed by the Superintendent.

QUALIFICATIONS:

Experience, Training, and Licensure

1. Valid Wisconsin School Business Administrator License required.
2. Baccalaureate Degree in Accounting, Finance or closely-related field required.
3. Five or more years of related experience preferred.

Knowledge, Skills, and Abilities

1. Knowledge of principles of accounting and auditing.
2. Ability to establish and maintain effective relationships with staff and public.
3. Ability to effectively supervise the work of others.

WORKING CONDITIONS:

Work Environment

1. Indoor office environment.
2. School environment.
3. Travel between buildings is required.

Physical Tasks

1. The person in this position needs to be able to move about inside school buildings to attend meetings outside of his or her office.
2. The person in this position must be able to transport himself or herself to all school locations within the District.
3. The person in this position must be able to sit or stand for prolonged periods, up to 6 hours in an eight-hour day, with or without back support.
4. The person in this position must be able to operate a computer and other office productivity machinery, such as a copy machine and computer printer.
5. The person in this position must be able to converse with administrators and staff, and must be able to exchange accurate information with such individuals.
6. The person in this position must be able to observe employees.

Disclaimer: This position description is subject to change at any time.

Board Approved: February 10, 2016