

NORTH SCOTT COMMUNITY SCHOOL DISTRICT

TITLE: Director of Business Affairs

QUALIFICATIONS:

1. A minimum of Bachelor's degree in education, business, management or accounting.
2. A minimum of four years' experience in one of the above fields, including at least one year of experience in a supervisory capacity.
3. Such alternatives to the above guidelines as the Superintendent and the Board may deem appropriate.

REPORTS TO: Superintendent

SUPERVISES: Business Office Personnel, Food Service Director, Copy Center/Warehouse Supervisor and Child Care Program Director and other staff members

JOB GOAL: To administer the business affairs of the District in such a way as to provide the best possible educational services with the financial resources available.

PERFORMANCE RESPONSIBILITIES:

1. In conjunction with the superintendent, supervises the financial affairs of the district, including the handling of all funds, accounting and reporting procedures.
2. Administers the accounting and payroll functions of the district.
3. Administers the district's purchasing program.
4. Manages the district's real estate and insurance program.
5. Maintains an up-to-date inventory of school property.
6. Supervises all business activities of the school lunch program
7. Serves as a member of the district's negotiation team.
8. Assists administrators in interpreting and other district staff assisting them in their financial responsibilities.
9. Works cooperatively with administrators and other district staff assisting them in their financial responsibilities.
10. Administers the district's unemployment compensation program.
11. Supervises all business office personnel, school lunch service director, print shop/warehouse personnel and Day Care.
12. Coordinates the district's budget development process and management.
13. Prepares financial reports as required by the state and federal agencies having jurisdiction over public school funds.
14. Arranges for the internal auditing of school accounts.
15. Supervises storage and distribution of supplies and equipment.
16. Submits a monthly statement to the board detailing the status of each appropriation item.
17. Completes applications for state and federal funds.
18. Develops district financial projections.
19. Assists in developing financial priorities and long-range goals for the district.

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- 20. Assists in recruiting, hiring, assigning, and evaluating personnel for positions under his/her jurisdiction.
- 21. Works to maintain effective district community relations and interprets the financial concerns of the district to the community.
- 22. Performs all other tasks as assigned by the Superintendent.

TERMS OF EMPLOYMENT: Twelve-month year. Salary established by the Board.

EVALUATION: Performance of this job will be evaluated per contract language.

Approved by: _____ Date _____

Reviewed and agreed to by: _____ Date _____
(Incumbent)

(This job description contains only measurable performance responsibilities)

3/20/03