

DIRECTOR OF BUSINESS SERVICES

TITLE: Director of Business Services

Location: Administrative Center

SUPERVISOR: Superintendent

SUPERVISES: Buildings and Grounds personnel, Technology Specialist, Food Services, Transportation, and Accounts Payable Clerk and Payroll Clerk.

JOB SUMMARY:

Under general direction of the Superintendent, is responsible for the administration of the budget, fiscal planning, purchasing, warehousing, transportation, accounting, insurance program, food services and maintenance and operations.

ESSENTIAL FUNCTIONS: To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

- Establishes and supervises a program of accounting and reporting for the financial affairs of the district.
- Assumes responsibility for an accounting procedure adequate to record in detail all transactions.
- Supervises data processing procedures to provide management information, evaluation techniques, and long-range forecasts.
- Supervises the collection, safekeeping and distribution of all funds.
- Develops and administers a program for purchasing all supplies, materials and equipment in keeping with the budget.
- Supervises storage and distribution of supplies and equipment.
- Manages the district's real estate and insurance programs.
- Maintains an up-to-date inventory of school property and equipment
- Arranges for the internal auditing of school accounts.
- Supervises school transportation services.
- Prepares for bid all specifications and contract language for food service, transportation, and negotiations.
- Develops monthly and annual financial statements, as required.

- Compiles necessary statistical data for the preparation of the fiscal budget.
- Prepares and acts as advisor to the Superintendent on the school budget and all other business and financial questions.
- Prepares financial reports as required by state and federal agencies having jurisdiction over public school finds.
- Initiates, develops, and assumes the responsibility for the school lunch program.
- Negotiator on Labor Relations for the Board of Education.
- Furnishes bond in such form and amount as shall be determined from time to time by the Board.
- Supervises maintenance of buildings and grounds.
- Responsible for the financial evaluation and negotiation of all new technology hardware and software.
- Assists in the development of long range facility planning.
- Assumes the responsibility for district payroll.
- Consults with the Superintendent and other personnel on questions relating to the District's business affairs.
- Performs other job-related duties as may be assigned by the Superintendent.

ADDITIONAL RESPONSIBILITIES: None

PHYSICAL ACTIVITY: Work requires very infrequent lifting, pulling or pushing during the normal performance of tasks and responsibilities. The work does require frequent walking and standing.

WORK ENVIRONMENT: Work is performed in an environment where unusual temperature, noise and hazards are relatively nonexistent.

QUALIFICATIONS:

EDUCATION

A Master's degree is required, plus advanced training; such as represented by an MBA or CPA, is preferred.

EXPERIENCE

Minimum of five years of experience in the field of education, business management, or accounting,

Three years of experience in a supervisory capacity

OTHER SKILLS AND ABILITIES:

- An administrative leadership style based on effective human relations and a continuous improvement model.
- Excellent communication, presentation, and listening skills.
- The vision, compassion and enthusiasm for effective team leadership to motivate high standards and continuous improvement.
- Demonstrated knowledge of best practices in business services.

LICENSES/CREDENTIAL: Illinois State Certificate in Administration, with Chief School Business Official endorsement.

TERMS OF EMPLOYMENT: Salary is based on market comparisons as determined by the Superintendent. Twelve month work year

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of professional personnel.