San Leandro Unified School District
Job Description

Director of Business Services

Definition:
Under the general direction of the associate superintendent for business and operations, the director of business services is responsible for the operation of all fiscal activities of the business office; is responsible for the design, improvement, and implementation of the district's business and accounting systems; assures that all accounting procedures are performed in an effective and accurate manner, according to the laws of the State and the requirements of the county office; to serve as a resource for local school accounting functions; to select, train, and evaluate all employees in the department.

This individual has the primary responsibility for accounting/budgeting systems and processes; functions as the technical expert for accounting principles and practices; directs the continuous in-house control of local site and department budgets; plans, organizes, and implements operations and procedures for use in the business management data processing system; and provides leadership in achieving the district and department goals and objectives while providing support to school sites, programs, and departments. Develops and verifies district funding sources such as Revenue Limits, Local Control Funding Formula (LCFF), and other income sources. Develops and manages the district budget. Keeps updated on school finance issues. Supervises the director of child nutrition.

Representative Duties and Responsibilities:
- Provides support to superintendent, associate and assistant superintendents regarding long range financial planning and fiscal support of negotiations
- Provides leadership, guidance, evaluations and supervision to the business office staff.
- Advises the associate superintendent of the preparation of special reports and of new or improved procedures in the operations of the office.
- Prepares required reports and/or Standardized Account Code forms (such as Form 01, Form 11, Form 13) for submission to the State. Prepares materials for his/her supervisor's signature as appropriate.
- Assists and advises the associate superintendent in the development of cost effective business and operational practices
- Directs the preparation of the monthly payroll, vendor payments, collection and posting of revenues, and reconciliation of district accounting records. Directs the staff in the preparation for the annual independent audit. Maintains contact with the external auditor and the County Office of Education to ensure that fiscal practices and procedures and reports meet Federal, State, and County requirements including compliance with Government Accounting Standards Board (GASB).
- Acts as the custodian of all funds and fiscal records.
- Oversees the general maintenance of data and information in the financial data processing system.
- Responsible for student body accounting and overseeing student body funds.
- Serves as chief trainer in budget and business issues, including student body, as they relate to the district operations
- Meets and confers regularly with site and department administrators on program budgets

- Supervises the collection, safekeeping and distribution of all funds
- Arranges for the internal auditing of school accounts.
- Serves as the budget control officer.
- Evaluates and audits internal controls
- Submits timely and accurate financial statements to the Board.
- Responsible for approving invoices for payment and assuring, where appropriate, that all such invoices are properly processed in accordance with the applicable regulatory requirements.
- As required, provides guidance to administrative personnel in the fundamentals of sound fiscal management and budgetary controls.
- Directs the district budget management on a daily basis.
- Responsible for the financial management of all district funds.
- Supervises the District's Risk Management programs with particular emphasis on the self-insurance programs for worker's compensation and general liability
- Develops and maintains a Fiscal Procedures Manual.
- Recommends appropriate Board policies in the area of assigned responsibilities.
- Performs other duties and responsibilities as assigned and required.

Working Conditions:

Office environment. Occasional visits to school sites requiring travel with personal vehicle to and from school sites.

Qualifications:

Education and Experience:

Equivalent to the completion of a Bachelor's Degree from an accredited college or university with a major in Accounting, Business Administration, closely related fields or four years of additional related management experience. 3-5 years of responsible budget, accounting, payroll and financial record management and reporting experience, preferably with a California public school district. Supervisory experience is required.

Knowledge of:

Principles, methods, practices, systems, and procedures of school district accounting, budget planning, fiscal record management, state standardized account codes system, and data processing; Legal mandates, policies and regulations pertaining to accounting and fiscal record management and reporting; computer-assisted accounting and fiscal record management systems, equipment and terminology; principles, practices and techniques of organization, supervision, employee motivation and training.

Ability to:

Perform high level budget and technical accounting activities; organize, supervise, train and evaluate the work of the Department of Business Services; prepare fiscal, financial and narrative reports in a clear, accurate, concise, and timely manner; review, audit and verify financial statements and related summaries and reports; effectively and efficiently operate standard office machines and equipment; ability to plan, organize and direct the activities of others toward a predetermined goal or objective; ability to interpret collective bargaining agreements and to make decisions in accordance with laws, policies, and established procedures; ability to work effectively with persons at all levels; ability to communicate effectively, both orally and in writing. Participates in professional growth activities related to areas of responsibility.

License requirement:

Possession of a valid California Motor Vehicle Operator's License.

Condition of Employment:
Insurability by the District's liability insurance carrier.

Physical Requirements:
Frequency Key; None (1); Occasional - up to 25% of shift (2); Intermittently – up to 50% of shift (3); Frequently – up to 75% of shift (4)

Activity	Frequency		Activity	Frequency
Bend	3		Lift/carry 0-10 lbs	4
Twist	2		Lift/carry 11-20 lbs	2
Squat	2		Lift/carry 21-30 lbs	1
Kneel	2		Lift/carry 31-40 lbs	1
Climb	1		Stand	2
Reach above shoulder	2		Walk	3
Grip/Grasp	4		Sit	4
Extend/Flex Neck	3		Drive	2
Use Right Hand	4		Perform Repetitive Hand Motions	4
Use Left Hand	4		Keyboarding/Mouse Work	4
Ability to See	4		Ability to Hear	4