

**SAUK PRAIRIE SCHOOL DISTRICT
JOB DESCRIPTION**

POSITION: Executive Director of Business Services

REVISED: April 3, 2012
December 2014

QUALIFICATIONS:

1. Valid Wisconsin Administration license in School Business Management (License #08).
2. Such alternatives or additional qualifications as the Sauk Prairies School Board may deem necessary or desirable.
3. Demonstrated leadership ability and expertise in school services.
4. Ability to develop and maintain positive, constructive, relationships with students, staff, parents, and public.

REPORTS DIRECTLY TO: District Administrator

GENERAL FUNCTIONS: The Director of Business Services is responsible for business affairs of the school district recognizing that procedures and policies must be designed to serve the educational programming of the district.

RESPONSIBILITIES:

Financial Planning

1. Provide information in a timely manner to the District Administrator and School Board on matters that will affect business operations of the District.
2. Monitor and report on State and Federal legislation that will affect business operations or resources of the District.
3. Be familiar with alternative resource opportunities for educational proposals.

Budget

1. Develop effective budget preparation procedures, forms and manuals for School District Employees.
2. Develop long-range capital budgets.
3. Advise the School Board on the short-term and long-term fiscal implications of budget requests.
4. Administer budget in conformance with Board policy, Federal and State regulations.
5. Present Budget at the Annual Meeting.

Accounting and Reporting

1. Supervise accounting staff.
2. Manage an accounting system that complies with State and Federal regulations; adheres to generally accepted accounting principles; and provides data as needed for management of the District.
3. Complete and/or supervise the completion and submission of local, State, Federal, and all other financial reports as required or necessary for the effective operation of the District.
4. Provide for internal controls and audits to financial records and procedures.
5. Interpret District financial data required.

Insurance and Risk Management

1. Administer the District's property and casualty insurance program.
2. Advise the District Administrator and School Board in matters that may result in loss of property or bodily injury.
3. Establish procedures to monitor claims and injuries.

Banking and Investments

1. Develop relations with financial institutions to help to assure availability of financial resources and services as needed.
2. Administer District's investment program in accordance with Board policy and applicable State and Federal regulations.
3. Administer public depository functions including short-term and long-term debt program.

Purchasing and Inventory Control

1. Administer District purchasing program for the purchase, storage, distribution, and inventory of supplies and equipment for the district.
2. Advertise for and secure bids for goods and services as governed by School Board Policies.

Negotiations

1. Serve on negotiation teams as directed by the District Administrator
2. Provide financial information as needed for all negotiations.
3. Supervise administration of contracts with school district staff.

Personnel and Payroll Administration

1. Supervise payroll and payroll preparation
2. Devise and implement personnel administration procedures.
3. Devise, implement, and supervise a system to record and track employee attendance, including data on vacation, holidays, sick leave, and other absence data.

4. Administer employee benefit programs as approved the School Board.
5. Represent the District in matters pertaining to unemployment compensation and fair employment practices.

Support Services

1. Supervise and evaluation the Food Service Coordinator and the school food service program.
2. Supervise and evaluation the Buildings and Grounds Manager and the buildings and ground program.
3. Supervise and evaluate the Technology Coordinator and technology operations.
4. Oversee the Transportation contract for school district bussing.

Professional Improvement

1. Keep current with relevant literature and legislation.
2. Attend conventions, conferences, and workshops to enhance professional growth.
3. Participate in professional organizations directly related to position.

Other

1. Share leadership responsibilities for District Management and Building Leadership Teams.
2. Assist in coordinating the review and implementation process regarding NEOLA policies.
3. Assume the leadership responsibility of the District in the absence of the Superintendent as assigned.
4. Carry out other responsibilities as assigned by the Superintendent.

TERMS OF EMPLOYMENT: Twelve month salaried position, wages, benefits, hours and working conditions to be established by the District Administrator and the Sauk Prairie School District Board of Education.

EVALUATION: By the District Administrator, conducted annually or as prescribed in School Board Policies.

WORKING CONDITIONS: Normal office environment