

SCHOOL BUSINESS EXECUTIVE II

DISTINGUISHING FEATURES OF THE CLASS: This is a professional business management position responsible for management and coordination of a wide variety of business affairs in a school district having a pupil population between 2,000 and 5,000. Activities are performed in accordance with established policies under the direction of the Superintendent of Schools with leeway permitted for the exercise of independent judgment. Coordinates business office activities with those of all school departments to achieve and improve economy and efficiency. Directs the work of the business office staff and may supervise assigned programs through unit heads. Does related work as required.

TYPICAL WORK ACTIVITIES:

Establishes accounting records and procedures to conform to district policy, state and federal requirements and installs procedures for encumbrance, expense accounting and distribution of revenues into proper fund account;

Supervises the maintenance of grant accounts in order to make required report to funding agencies;

Makes fund transfers between accounts to cover unanticipated expenditures when authorized;

Develops and supervises the maintenance and control of property classification and inventory systems for fixed assets and supplies;

Supervises preparation and transmits periodic financial reports to appropriate federal and state authorities;

Prepares a variety of special reports on district operations at the request of the Board, Superintendent, state and federal agencies;

Supervises the preparation of the monthly internal financial reports and explains them to the Board;

Provides information and staff assistance to the district treasurer for preparation of the annual financial report for the state education department and for public inspection;

Directs studies of financial transactions to prepare cost analysis reports for the Board;

Issues budget preparation schedule to all district department heads to meet legal and school board policy requirements;

Reviews and consolidates all budget requests and revenue sources to prepare and develop the budget document;

Explains tentative budget to school board, community groups and news media to improve their understanding;

Upon notification of an actual or potential change in resources or appropriations, evaluates the current or planned activities of the district, and on the basis of this evaluation recommends to the Board or to the taxpayers those particular budget cuts or supplementary budget amounts which should be considered by them;

Explains financial budget allocations to department heads to inform them of available funds;

Prepares long and short term financial plans for use by administrators and the Board who consider educational needs, population projections, plant development plans, staffing needs and revenue projections;

Works with Accountant to develop plans for long term borrowing by use of capital notes and/or serial bonds including the preparation of repayment schedules, development of data for bond sale prospectus and arranging for sale of bonds in cooperation with bond consultants;

Provides fiscal, statistical and business management information in support of state and federal grant applications for district projects;

Directs, through supervisory staff, payroll, transportation, district facilities operations, maintenance, security, safety activities and a preventive maintenance program;

(over)

Develops the district risk management program on the basis of evaluation of exposures and makes recommendations to the Board;

Reports in writing on liability, real and personal property and other covered losses to carrier and to Board;

Maintains an insurance register for ready access to policy information;

Periodically audits insurance coverage against inventories, appraisals, liabilities and replacement cost;

Establishes an insurance program calendar to assure timely review, renewal, revision or cancellation;

Supervises the preparation of job descriptions for business office positions for use in recruitment, training, salary determination and performance evaluation;

Provides financial and other data to a negotiator, negotiating team, fact finder, mediator or arbitrator, before, during or after contract negotiation;

Prepares and delivers to instructional and non-instructional employee organization representatives data authorized by the Board for use in contract negotiation and administration;

Establishes a calendar of purchasing activities to assure timely ordering and delivery of goods and services;

Writes specifications based on requests for supplies, services and equipment and consultations with users to assure correct vendor delivery of bid and non-bid items;

Determines needs for formal bidding, purchases through state contracts, sources exempt from bidding law, and those obtainable by direct purchase;

Directs the issuance of purchase orders to vendors;

Assures conformance with specifications by establishment of inspection receipting and reporting procedure for deliveries from vendors;

Uses a file of state contracts and other sources exempt from bidding law to obtain supplies and equipment best available through these sources;

Places bid advertising in accordance with law and opens and analyzes bids to determine low bidder conformance to specifications and recommends bid award to Board;

Interviews vendors to discuss product lines, quality levels and product availability;

Establishes locations for storage and procedures for distribution control of equipment and supplies;

Conducts continuous audit of data processing cost/benefit to determine need for program improvements;

Provides for computer based and physical pre and post edit procedures to assure accuracy of input and output data;

Schedules, reviews and participates in periodic staff inspections of district facilities to determine needed improvements, replacements and correction of safety hazards;

Maintains communication links with suppliers of plant services and materials to develop current information for decision making on purchasing and product utilization;

Coordinates fiscal, management and reporting functions of food service programs through the establishment of a system of controls to assure compliance with federal, state and Board requirements;

Compiles a variety of financial and operational reports on food service programs for federal and state agencies and the school board.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Comprehensive knowledge of the techniques of monitoring expenditure of funds; thorough knowledge of business administration procedures; thorough knowledge of accounting methods and budgetary procedures; thorough knowledge of the techniques for solving financial problems; thorough knowledge of debt and investment management; good knowledge of purchasing and inventory practices; good knowledge of the principles of cost analysis; ability to plan and coordinate the work of others; ability to identify and anticipate financial problems and needs; ability to readily acquire familiarity with laws,

(over)

regulations and policies; ability to identify and set priorities; ability to verbally explain and defend budgets; ability to interpret financial reports; ability to communicate effectively both orally and in writing; skill in organizing and consolidating narrative and tabular information into a clear, logical fiscal plan; skill in human public relations; good judgment.

MINIMUM QUALIFICATIONS: A Bachelor's degree or higher which included or was supplemented by twenty-four (24) credit hours in accounting, business education, business administration, education administration or related field and eight (8) years of paid work experience in business administration which must have included accounting and budgeting duties, two (2) years of which shall have been in a supervisory capacity and one (1) year of which shall have been in an educational setting.

NOTE: Paid work experience as a business manager or school business executive in a school setting may be substituted for the general experience on a one-for-two basis so that four years of the specialized school experience would wholly substitute for the eight (8) years of general experience (and the concurrent year in an educational setting).