



Genesee Intermediate  
School District

Genesee Intermediate School District  
Human Resources and Operations

## **Employee Job Description**

### **Job Title:**

**Business Services Team Leader**

### **Job Summary:**

The Business Services Team Leader assists with the management of the district's financial information and the department's day-to-day operations under the supervision of the Coordinator of Accounting and Business Services Management, Shared-Time Director of Business Services, Assistant Superintendent for Business Services, or as assigned. Performs a variety of administrative accounting and applies accounting principles and methods in maintaining the fiscal records and systems of Genesee Intermediate School District and/or local districts.

### **Essential Duties (May include, but not limited to):**

1. Serves as a liaison between department staff and Business Services Management or local district administration.
2. Prepares complex financial and statistical reports for the Business Services Leadership and Boards of Education.
3. Coordinates and prepares data for budget development, salary and insurance cost projections, and contract negotiations.
4. Maintains a working knowledge of all accounting areas of operation within the Business Services department.
5. Oversees the balances for various accounting procedures.
6. Utilizes Microsoft Excel and SchoolsOPEN software to enter and receive information such as financial and/or personnel data.
7. Designs and develops complex computerized reports using Access, report builders and spreadsheets.
8. Oversees and ensures financial information accuracy.
9. Reviews and verifies bank transactions prepared by other business staff.
10. Analyzes and solves complex accounting transactions.
11. Serves in an active role in monitoring SchoolsOPEN user groups.
12. Provides assistance to supervisor in analyzing accounting, payroll and finance procedures and recommends solutions to problems.
13. Assists in preparation for year-end procedures and implementation of new year.
14. Assists with audit preparation.

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### **Essential Duties (Continued):**

15. Reconciles cash accounts to the general ledger.
16. Manages balance sheet reconciliation.
17. Oversees and verifies electronic funds transfers.
18. Provides leadership, training and oversight to other business services team members, as directed by immediate supervisor.
19. Represents the district as a member of the Genesee Area School Business Officials (GASBO) and the Michigan School Business Officials (MSBO).
20. Meets accounting operational standards by contributing financial information to strategic plans and reviews; implementing production, productivity, quality, and customer-service standards; resolving problems; identifying system improvements.
21. May maintain a specific area of operation (payroll, accounts receivable (A/R), accounts payable (A/P), general ledger (G/L)) as assigned by the immediate supervisor.
22. Prepares cash flow analysis for district borrowing as needed.
23. Ensures that district grant funds are spent in accordance with grant guidelines and requirements.
24. Prepares financial reports for Medicaid Administrative Outreach Claims.

### **Other Duties:**

1. Assists as a backup in accounting functions outside of essential duties.
2. Assists in preparation of special projects.
3. Composes and prepares correspondence.
4. Performs other duties as assigned.

### **Qualifications:**

#### Education:

Associates degree required. Bachelor's degree accounting, business management or related field preferred. Coursework in accounting and business management at the advanced level required. Documented /demonstrated related work experience may be considered as part of Bachelor's degree criteria. Graduate credit attained beyond a bachelor's degree desired.

#### Experience:

Minimum five years experience in accounting and/or business management required or demonstrated skills to successfully perform essential duties. Experience with SchoolsOPEN software preferred.

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### Skills/Other:

Ability to work with a high degree of detail under the pressure of externally-imposed deadlines and with frequent interruption. Ability to pass proficiency testing at the intermediate level in the use of Microsoft 2010 Word, Access, and Excel, business math and spelling required. Ability to utilize district technology and work to maintain proficiency, as skill sets change with technology and/or the needs of the district. Thorough knowledge of accounting principles. Demonstrated knowledge of full general ledger requirements. Ability to work with an integrated accounting system with the specific understanding of the effects on transactions and their impact on the financial records. Ability to solve complex problems logically and effectively, to work independently, to manage multiple tasks and demonstrate effective time management skills. Excellent oral, written, electronic and interpersonal communication skills. Ability to work a flexible workday, work week, and work year. Punctuality and good attendance are requirements for the position. Demonstrated mental/physical ability and stamina for meeting the essential duties of the position. Discretion with confidential information. Represents the district in a professional manner at all times. Works successfully as a member of the team. Excellent customer service skills and the ability to maintain a calm, poised and professional image at all times. Demonstrate honesty, integrity, and professionalism at all times. Ability to exercise good judgment and make decisions in accordance with board policies and established administrative guidelines.

### **Special Job Considerations:**

Certification: Not Required

Type of Certification: None

Bargaining Unit: None

Salary Schedule: Supervisory Salary Schedule

Immediate Supervisor: Coordinator of Accounting and Business Office Management, Shared-Time Director of Business Services, Assistant Superintendent for Business Services, or as assigned.

Supervision: Business Services assigned staff

Date: July 9, 2015; October 26, 2018

Approved:

KPM: fs

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