

## **Executive Director Business Services**

---

**Purpose Statement:**

The Executive Director Business Services is responsible for the administration of the overall business and financial operations of the district. The Executive Director advises the Superintendent regarding fiscal management issues and plays a critical role in budget development, bargaining strategy, financial planning, and analyzing District program expenditures to ensure fiscal and budget integrity.

**Essential Functions Include:**

- Responsible for annual budget development processes, administration, and long-range financial planning for the district, including developing, implementing, and facilitating processes for establishing baseline and comparative data, assessing needs, gathering input, analyzing options, creating scenarios, facilitating discussions, presenting drafts, soliciting feedback, presenting proposals, and getting approvals.
- Regularly attends school board meetings to provide business and financial updates.
- Participates as a member of the Superintendent's Cabinet
- Advises the Superintendent's Cabinet on all fiscal matters, providing feedback and keeping the Superintendent informed.
- Assists the Superintendent's Cabinet in the development of business policies, procedures, and programs to improve efficiency and service and to ensure clear guidance to staff, effective communication to the community, and compliance with local, state, and federal laws.
- Administers the District's financial program within Federal, State and County legal requirements and budget limitations; assures timely and accurate financial reporting; assures proper internal controls, audit documentation and records maintenance.
- Aligns resources with District goals and priorities through budget development and management.
- Manages the finance and business function of the district including accounting, payroll, purchasing, accounts payable, accounts receivable, revenue, expenditure, and internal audit systems for all funds.
- Directs the review of all business-related contracts to ensure compliance of District and legal guidelines.
- Prepares a wide variety of documentation (e.g., financial reports, bonds, fiscal budget, program results) for the purpose of providing written support and/or conveying accurate and timely information to the Superintendent, Board, and other District personnel.
- Presents information (e.g., services, regulations, financial changes) to the Superintendent, District staff, Board and public for the purpose of conveying financial services information.
- Directs and coordinates compilation, analysis, and consolidation of budget information; assures proper budgetary controls and transfer of funds to accomplish approved financial objectives; administers and directs the program of accounting for District funds.
- Directs, evaluates, supervises and provides oversight/leadership to assigned personnel to ensure effective delivery of services to schools, departments, and the community; conducts performance appraisals, makes recommendations for appropriate employment actions and promotes professional growth for employees.

- Leads and/or facilitates District committees pertaining to areas of responsibility, including levy and/or bond committees.
- Establishes collaborative working relationships with school site administration and staff.
- Serves as a member of the District Leadership Team facilitating transformational work to promote academic achievement, community engagement, service to school, and an ethical and accountable organization.
- Administers and interprets statutes, regulations, and policies concerned with the responsibilities of business and finance and other areas of oversight.
- Acts as a legislative liaison for the Superintendent. Analyzes school district related bills during the legislative session, makes recommendations for the Superintendent's communications with local legislators, and testifies during session as directed by the Superintendent.
- Leads studies on enrollment, staff projections, staff utilization, and budgeting needs for personnel.
- Manages District staffing allocations through the budget process to ensure adequate position controls are in place. Collaborates with others to develop and seamlessly implement position control.
- Assists the Superintendent and staff to analyze financial and educational issues and develops solutions to problems, which improves daily operations.
- Assists with the development of levy and bond issues by providing financial information to the Superintendent and developing processes, information and materials related to bonds and levies.
- Oversees and coordinates matters pertaining to bond sales and post-bond issuance requirements.
- Monitors financial changes (e.g., tax levies, rates) for the purpose of calculating District needs and/or impacts.
- Performs other duties related to the above in scope and function as required and assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.

**Qualifications:**

**Education and Experience:**

Master's degree in educational administration or business administration or seven years increasingly responsible professional experience in business administration, education administration, public administration, or management; or any combination of experience and training provides the applicant with the knowledge, skills, and ability required to perform the work.

**Skills, Knowledge, and/or Abilities Required:**

- Knowledge of current school district accounting and payroll rules and practices.
- Knowledge of federal and state rules and regulations applicable to finance, accounting, and payroll.
- Knowledge of fixed assets and purchasing procedures.
- Knowledge of state and federal statutory requirements relating to school finance and budgeting.
- Knowledge of the district's policies and procedures related to business/finance.
- Knowledge of functions, activities and fiscal requirements of all departments and units of the district.
- Demonstrated skills in problem solving and mediation of conflict.
- Demonstrated skills in the effective management of people and programs.
- Demonstrated ability to apply technical knowledge to a variety of complex issues.

- Demonstrated ability to develop and implement accounting methods, and procedures.
- Demonstrated ability to prepare and submit written and oral reports relative to fiscal conditions of the school district in an effective manner.
- Demonstrated ability to use various business personal computer applications proficiently (e.g., word processing, spreadsheets, databases, presentation software).
- Demonstrated ability to communicate effectively to a variety of constituents both orally and in writing.
- Demonstrated ability to resolve conflicts and deal with impatient or angry and distraught vendors, employees, and community members.
- Demonstrated ability to establish and maintain effective working relationships with a variety of people in a multi-cultural, diverse socio-economic setting.
- Demonstrated skills in promoting a strong customer service orientation.

*Skills* to manage personnel and services; communicate effectively; apply financial codes, policies, and regulations; prepare financial plans and develop district budgets; analyze financial data; prepare cost benefit analysis; problem solve.

*Knowledge* of Washington education codes, state funding system; basic budget and accounting practices; District policies; financial systems and related terminology; enrollment projection methods; tax law for schools/business; contract requirements and specifications.

*Abilities* to sit for prolonged periods; interpret financial reports and documents; maintain and verify completeness of records; meet schedule and deadlines; communicate effectively in both oral and written form; establish and maintain cooperative working relationships; communicate with a variety of people, including financial experts; explain financial issues to parents and public; motivate others. Significant physical abilities include reaching/handling, talking/hearing conversations, visual acuity/depth perception/visual accommodation.

### **Working Relationships:**

Interacts regularly with District and school administrators, and District and building support staff. Contacts with individuals outside of the district include frequent contact with PSESD and OSPI officials, occasional contact with OSPI Director of Finance, business officials from other school districts, and school district associations.

Maintains professional development through appropriate professional associations,

### **Working Environment:**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, reaching, carrying, pushing, and/or pulling; some walking and bending; and frequent keyboarding. Generally, the job requires 70% sitting, 10% walking and 20% standing. The job is performed with most of the time spent indoors and under minimal temperature variations. Extended or flexible hours. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

**Licenses, Certification, Bonding, and/or Testing Required:** Valid Washington State driver's license and evidence of insurability; Criminal Justice Fingerprint Clearance.

**Other:** Must be bondable.