

## **Ridgewood High School District 234**

### **JOB DESCRIPTION**

**TITLE:** Assistant Superintendent of Finance and Operations/Chief School Business Official

**CLASSIFICATION:** Administration

**SALARY:** Commensurate with duties

**EVALUATOR:** Superintendent

**MINIMUM QUALIFICATIONS:** Master's Degree or higher in education, business management or accounting.

### **PHYSICAL REQUIREMENTS**

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some climbing and balancing; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally, the job requires 40% sitting, 20% walking, and 40% standing. The job is performed under minimal temperature variations and in a clean atmosphere.

### **KNOWLEDGE AND ABILITIES**

#### **Performance Responsibilities**

- Advises the superintendent about policy and administrative regulations and prepares drafts related to business operations.
- Prepares and submits to the superintendent recommendations regarding business and operations.
- Prepares tentative budgets for consideration.
- Prepares annual budgets and places them on display as required by law.

#### **Financial Management and Planning**

- Supervises receipt and disbursement of all school funds.
- Provides accurate accounting of all financial transactions including accounts payable, accounts receivable, and revenues.
- Provides long- and short-term financial planning.
- Communicates and interprets financial information to administration, Board of Education and staff.
- Ensures basic internal control and auditing.
- Forecasts revenues, expenditures and fund balances.
- Ensures budget planning, development and administration to accomplish educational goals of the district.
- Monitors accounting and billing for title and mandated programs including special education.
- Maintains accounting records in accordance with generally accepted accounting principles, board policy, state and federal regulations.
- Ensures cash flow to meet needs of the district.
- Prepares reports for state and federal revenues including general state aid.
- Ensures compliance with legal limitations and requirements for budget development, reporting, auditing, and property tax levy.
- Establishes procedures to prevent over-expenditure of funds.
- Provides financial information and projections for collective bargaining and staffing plans.
- Monitors compliance with requirements by local, state and federal auditors.
- Provides for timely payment of all personnel and payroll obligations to state and federal agencies.
- Maintains necessary records.
- Serves as custodian of all Activity and convenience accounts and the Imprest Fund.
- Plans and conducts meetings of Finance/Audit Subcommittee. Prepares official minutes.
- Ensures accurate accounting and accurate transfers for compliance with requirements for fringe benefits programs including health insurance, 125 plan, Social Security, tax-sheltered annuities, IMRF, TRS, FICA, Workers' Compensation

**Facility Planning, Management and Operation**

- Ensures safe and comfortable physical environment.
- Supervises maintenance and custodial staff.
- Develops and oversees capital development program.
- Ensures compliance with state and federal building and fire codes, including Life-Safety and recent regulations regarding asbestos, indoor air quality, and lead.
- Administers contracts with service providers such as food service, architectural, transportation, equipment maintenance and repair.
- Ensures inventory control of physical resources and capital assets.
- Plans and conducts meetings of the Building & Grounds Subcommittee. Prepares official minutes.

**Service and Related Activities**

- Provides for participation in joint agreements such as Northern Illinois Health Insurance Providers, risk management pool, and governmental purchasing.
- Administers contracts and joint agreements with agencies such as Norridge Park District.
- Administers risk management program, including professional liability, life, health, vehicle insurance.
- Provides services and supervises personnel for, printing, switchboard/receptionist.
- Supervises distribution of student supplies and textbooks and collection of associated fees.
- Administers Board of Education policies for educational support personnel, including selection, training, and evaluation.
- Acquires goods and services to meet the needs of the district, including compliance with bidding, ethical purchasing, and equal opportunity requirements.
- Maintains school records as required by law.
- Pursues special projects as directed by the Superintendent, Board of Education, or Subcommittees.