



Tolleson Union High School District #214
Assistant Director of Business Services

Purpose

The Assistant Director of Business Services provides leadership, direction, and support for the procurement and distribution services of the district. Areas of responsibility include payroll, benefits, and accounts payable. The Assistant Director of Business Services will build organizational performance and operational success. The Assistant Director of Business Services performs complex analysis and develops solutions to key business problems.

Qualifications

Required

1. Bachelor's Degree in Business, Management Information Systems or Accounting from an accredited college or university or any combination of experience and education from which comparable knowledge, skills, and abilities have been achieved may be acceptable.
2. Experience in a public-school business setting.
3. Professional supervisory experience.
4. Expertise in Microsoft Office and ERP Pro Visions software systems.
5. Ability to analyze payroll data, identify and resolve issues, and ensure accuracy.
6. Ability to multitask, prioritize, and meet deadlines in a fast-paced environment.
7. Experience managing projects and teams.
8. Strong oral and written communication skills
9. Valid AZ Department of Public Safety (DPS) Identity Verified Print (IVP) Fingerprint Clearance Card.

Preferred

1. Minimum of five (5) years' experience in a high school district work setting.
2. Experience with payroll processing and management.
3. Knowledge of the payroll processes, tax laws, and regulations (federal, state, local).
4. Bilingual in English and Spanish.

Essential Functions

1. Coordinate the development and preparation of District's Revenue and Expenditure Budgets, Comprehensive Annual Financial Report, and other reports and requirements related to the District's finance in order to meet statutory deadlines. Performs monthly cash reconciliation with County Treasurer to ensure proper cash flow for the purpose of essential function of position.
2. Coordinate the direction and oversight for the budgetary process and presents the annual expenditure budget to the Governing Board. Keeps the Chief Financial Officer and Director of Business informed on District's finances to include preparing reports and presentations that are critical to the decision making process for the purpose of support and management.
3. Coordinate the entire payroll process, ensuring accurate and timely payment to employees.
4. Coordinate/support project teams/sub-teams, to accomplish completion of daily tasks.
5. Manages and mentors the payroll team.
6. Develops ongoing metrics and monitoring processes to measure program effectiveness and efficiency to ensure continuous improvement. Organizes extracted data into meaningful information using computer-based tools.
7. Reports on quality metrics and utilizes information to analyze variance from goals and determine root cause and to initiate appropriate corrective and/or preventive action. Prepares reports to support timely and accurate decisions about process improvement.
8. Ensures compliance with all applicable payroll tax laws and regulations.
9. Coordinate the development and implementation of payroll policies and procedures.
10. Collaborate with Human Resources and accounting departments to ensure accurate financial reporting of payroll expenses.
11. Generates and analyzes payroll-related reports for budgeting and forecasting.
12. Resolves complex payroll issues and provides guidance and support to employees.
13. Coordinate the benefit process ensuring accurate and timely delivery to district employees.
14. Performs other duties as assigned/required and assists with special projects as assigned.

Skills, Knowledge, and Abilities

SKILLS are required to perform multiple tasks with a potential need to upgrade skills to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include operating standard office equipment including utilizing pertinent software applications; planning and managing projects; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledgebased competencies required to satisfactorily perform the functions of the job include knowledge of State Guidance Standards, and knowledge of federal, state, county, local, and District codes, policies, regulations, and laws.

ABILITY is required to schedule activities, meetings, and/or events; gather and/or collate data; and use basic, job-related equipment. Flexibility is required to direct others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with similar types of data; and utilize job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is low. Specific ability-based competencies required to satisfactorily perform the functions of the job include communicating with diverse groups; maintaining confidentiality; meeting deadlines and schedules; working with frequent interruptions; setting priorities; and establishing and maintaining effective working relationships.

Responsibility

Responsibilities include working independently under broad organizational guidelines to achieve unit objectives; directing other persons within a small work unit; and supervising the use of funds. There is continual opportunity to significantly impact the Organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing and/or pulling; and some fine finger dexterity. The job is performed in a somewhat clean and health environment. The working hours are somewhat flexible as the job requires some evening and Saturday work.

Reports to:	Director of Business Services
Term of Employment:	Twelve-month, full time
Evaluation:	This position will be evaluated annually as outlined in Governing Board Policy Manual.
FLSA Status:	Exempt
Salary Range:	Administrative/Support Exempt Personnel Initial Placement Salary Schedule, Assistant Principal/Assistant Director
Board Approval:	May 30, 2018 March 26, 2024 (Revised) August 12, 2025 (Revised)