

HARRISONVILLE R-IX SCHOOL DISTRICT

Position title: DIRECTOR OF BUSINESS SERVICES

Education Requirements

- Bachelor's Degree in Accounting/Finance and/or Business
- CPA preferred

Knowledge/Skills Requirements

- Knowledge/experience in Governmental Accounting.
- To provide leadership and maintain accurate control of the business affairs of the District, to develop financial records and provide information in a timely manner to the Board of Education and Superintendent of Schools, and to coordinate and supervise business office staff.
- Work experience of at least three years in business management, general ledger, accounts payable, payroll and/or other business operations.
- Knowledge of computerized bookkeeping and fund accounting practices (SISFin knowledge beneficial).

Working Conditions

Salary schedule	Employed for a period of	Reviewed annually and recommended for	Reports to
Salary, work year, and vacation to be established by the Board of Education	12 months	reemployment determined by April 15	Superintendent

Other Working Conditions

- Employed in February with contract effective July 1 with twenty days vacation plus school holidays.
- Vacations leave policies, and fringe benefits as stated in Board policies.
- Maintain regular office hours Monday through Friday except when away at meetings representing the district, vacation, and holidays. Spend the necessary time required to fulfill the duties of the position.
- Be a member and participant in the activities of professional organizations.
- Opportunity to continue professional preparation with the prior approval of the Superintendent.
- Opportunity to attend professional meetings at district expense.
- Work cooperatively with administration and staff throughout the district.

Position Responsibilities

- Work with the Superintendent in recruiting Business office personnel.
- Responsible for making recommendations for the hiring of Business office personnel.
- Responsible for the training, supervision, and formal evaluation of Business office personnel.
- Responsible for the discipline of Business Office staff who violate District policies.
- Assume responsibility for budget development and long-range financial planning.
- Manage the business operations to include: payroll, accounts payable, accounts receivable, purchasing and bidding, investing funds, real estate transactions, insurance programs, inventories, vocational and non-resident tuition, and computer based financial accounting and payroll systems.
- Coordinate the yearly audit of school records.
- Credit card program administrator.
- Maintain a record of all inventories.
- Work with Technology Director and eRate consultant to file for reimbursement and bid out eRate services..

- Attend all board meetings and serve as Board Treasurer.
- Work cooperatively with administrators in the formulation and planning of district financial policies and procedures.
- Submit monthly, quarterly, and annual financial reports to the Board of Education, Superintendent of Schools, state, and federal agencies.
- Advise school personnel on questions relating to the business and financial affairs of the District.
- Perform other duties assigned by the Superintendent.

Date approved by Board of Education: