



Sulphur Springs Union School District

Serving Grades - K – 6



27000 Weyerhaeuser Way, Santa Clarita, CA 91351 661-252-5131 www.sssd.k12.ca.us

Canyon Springs Community School
Leona Cox Community School
Pinetree Community School

Fair Oaks Ranch Community School
Mint Canyon Community School
Sulphur Springs Community School

Golden Oak Community School
Mitchell Community School
Valley View Community School

ASSISTANT SUPERINTENDENT OF BUSINESS SERVICES

Definition

Under the direction of the Superintendent, serves as the district's chief business official, plans, organizes, directs and administers the affairs of the Business Services Department, which includes the following: Fiscal Services (attendance accounting, health/welfare benefits, payroll, accounting, purchasing, budget, risk management), Maintenance and Operations (property construction and renovation, safety and environmental management, warehouse), Transportation and Liaison to Food Services.

Supervision Exercised or Received

Under the immediate supervision of the Superintendent.

Major Duties and Responsibilities

- Serves as advisor to the Superintendent and District personnel in matters pertaining to financial management, problems, issues, and concerns.
- Maintains knowledge of current laws, research and procedures in areas related to the Business Services department, and provides the Governing Board, administrative staff, employees and other interested parties with related information.
- Supervises the management of the financial affairs of the District and its schools and prepares financial statements, income statements, and cost reports for the Governing Board, Los Angeles County, the State of California, the federal government and other authorities or.
- Assumes the responsibility for budget development and long-range financial planning and advises in the development of comprehensive and long-range plans for development, Administers a budget and Appropriation ledger control for areas of fiscal responsibility ensuring that departments operate within approved budget constraints.
- Establishes and supervises a program of accounting adequate to record in detail all financial transactions, and supervises all accounting operations including money and credit, record keeping, accounts payable and receivable, bidding and purchasing, risk, insurance programs and student attendance accounting.
- Maintains expertise in financial affairs, and remains knowledgeable about current financial practices, and trends through ongoing training, course work, and participating in workshops, in-services and conferences.
- Maintains health/welfare benefit programs.
- Responsible for planning, coordinating and ensuring that all facility alterations and projects allocated from bond funds or other sources are carried to completion as well as all new construction projects.
- Other duties as assigned.

Employment Standards

This classification is an executive cabinet-level position. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential function.

Desirable Qualifications

- Master's Degree in educational administration, public administration, business administration or related field, or a Bachelor Degree plus a Certified Public Accountant license
- Knowledge of modern business management principles; accounting and auditing principles and practices; data processing operations and environment; financial control and governmental budgeting and fund accounting
- Ability to analyze district needs in light of fiscal constraints; analyze and verify financial documents and reports; prepare comprehensive reports and multiyear income, expenditure, and fund balance projections
- In-depth knowledge of the fiscal operation of a medium-sized school district
- Knowledge of Federal, State, and local laws, rules and regulations pertaining to business services in public education

Minimum Qualifications

- Graduated from an accredited college or university with a major field of study in business, accounting, public administration, or a closely related field
- At least five years successful experience in school business management or at least five years in school administration or at the management level in the private sector.
- Knowledge of financial management, personnel management; administrative policies.
- Ability to provide leadership; stimulate others to work cooperatively to accomplish goals; and initiate action and make decisions.
- Valid California Driver's License

Performance Responsibilities

The following tasks are essential elements of this position pursuant to the Americans with Disabilities Act, 1990.

- Supervise the activities of the operating units within the Business Services Division
- Act as the district's purchasing director
- Plan, organize and direct budget development, management and control
- Make clear and comprehensive presentations to the Board, staff, employee groups and community on school district finance and other issues relating to business services

- Advise and assist the superintendent and cabinet in the formulation and administration of policies concerning fiscal management
- Advise and counsel certificated and classified administrators on laws and regulations relating to the fiscal and business services of the district
- Confer with Federal, State, County and local officials on matters pertaining to district support services
- Establish sound operational standards and procedures, including internal accounting and administrative control for assigned personnel
- Serve as the district's representative in Joint Powers Authorities dealing with property and liability insurance programs
- Provide leadership for a positive financial management and long-term fiscal solvency of the district
- Assist the superintendent and the district's negotiating team in the accomplishment of goals and objectives relating to collective bargaining, consistent with fiscal solvency standards
- Serve as a member of the Superintendent's cabinet and participate in overall district planning, decision-making and operation
- Communicate effectively in oral and written form

Additional Requirements

Mental Demands

- Language skills
Ability to read, interpret, apply and explain applicable laws, regulations policies and procedures; compose and write reports and correspondence independently; communicate effectively with individuals or groups.
- Mathematical skills
Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical solutions; compute statistics, information and recommendations related to the financial affairs of the district; prepare clear, concise and complete financial information and reports.
- Reasoning ability
Ability to define problems, collect and analyze data, establish facts, reason logically, draw valid conclusions and develop and present alternative solutions; read analyze, interpret, apply and explain laws, rules, regulations, contracts and compensation principles in order to resolve complex financial issues and problems, manage multiple projects simultaneously.
- Other skills and abilities:
 - *Demonstrate a knowledge of:
 - *Principles and practices of public and business administration functions, programs and services including organization, personnel, fiscal and instruction profit management.
 - *Fundamental application of data processing to business management

- *State and federal laws, codes and regulations applicable to business services of the district.
- *Budget preparation and control.
- *Principles and practices of administration, supervision and training.
- *Oral and written communication.
- *Plan and conduct validation studies and review of job-related selection instruments.
- *Train, supervise and evaluate assigned staff.
- *Conduct research, survey and special analyses.
- *Establish and maintain effective and cooperative relationships with others.
- *Assure compliance of policies and procedures with applicable and statutes and regulations.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Body movement**
Regular Activities: stand and sit for long periods of time; use hands and fingers to operate electronic keyboard or other office machines; reach with hands and arms; speak clearly and distinctly to answer telephones and to provide information; and hear to understand voices over the telephone and in person.
- **Lifting requirements**
Employees assigned to this classification must regularly lift, carry and/or move computer-related objects weighing up to 10 pounds.
- **Vision requirement**
Ability to see clearly at 20 inches or less; adjust the eye to bring an object into sharp focus.

Work Environment

The work environment characteristics described here are representative of those employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Abilities and Working Conditions of Continued Employment

The Physical Abilities and Other Conditions of Continued Employment and the Associated Tasks listed in this section are representative of, but are not intended to provide an exhaustive list of Physical Abilities and Other Conditions of Continued Employment and Associated Tasks which may be required of this position. Sulphur

Springs Union School District encourages persons with disabilities who are interested in employment for this position and need reasonable accommodation of those disabilities to contact the Human Resources Department for further information.

The Sulphur Springs Union School District is an equal opportunity employer and does not discriminate on the basis of age, ethnicity, race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex, or sexual orientation.

Adopted by the Board: June 10, 2015