



# Eagle Point School District 9

## Job Description – Director of Business Services

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### **PURPOSE:**

Responsible for the organization and operation of all financial matters; accounting procedures, records, and reports (and data processing) for Eagle Point School District 9.

### **REPORTS TO:**

Superintendent

### **QUALIFICATIONS:**

- 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 abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- **Education and/or Experience:** Bachelor's degree in Finance, Accounting, Business, or related field. Professional certification as a governmental budget administrator is preferred. Experience in accounting procedures, fund accounting and budget; oversight of school or public/municipal financial managements systems; coordinating internal audit processes; Experience monitoring federal grants and/or special projects. Experience developing systems that improve work flow and insure report accuracy and regulation compliance.
- **Interpersonal/Communication Skills:** Works well with diverse populations of staff and community members. Strong communication skills including listening, collaboration and problem solving. Remains open to others' ideas in sometimes stressful interactions and contributes to building a positive work environment.
- **Computer Skills:** Strong Microsoft and Google Office Suite product knowledge and experience; Proficiency utilizing various presentation and online meeting/collaboration tools required. This position will also use a variety of school and web-based software and reporting systems including Infinite Visions for the financial and payroll functions.
- **Certificates, Licenses, Registrations:** Valid Oregon Driver's License.

### **ESSENTIAL DUTIES & RESPONSIBILITIES**

- Develops annual planning and budgeting calendar which includes prescribed format and dates upon which the District leadership team submit program plans and budgets
- Develop the annual budget; ensure the budget documents are submitted for public hearings, Board adoption, and forwarded to appropriate agencies in accordance with local, state and federal laws
- Analyze, monitor, manage, and report on all accounting operations in relation to authorize budgets
- Manage, prepare, and present monthly budget reports for District leadership, Superintendent, and School Board
- Oversee the maintenance of the general revenue and appropriation ledgers and encumbrances
- Prepare and assemble fiscal and statistical data, charts, graphs and reports for use in budgetary and program evaluations and hearings
- Analyze and oversee analysis of local bond, federal and state funds; review and develop financial forecasts and estimate future outcomes; develop and coordinate funding recommendations, justifications, and alternatives for funding of agency programs to meet current and evolving needs
- Conduct analytical studies and fiscal investigations of complex and sensitive financial or organization issues; oversee and prepare written and oral reports with recommendations for action
- Provide analytical and technical support to all divisions of the District on budget issues



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- Maintain continuity between budget document and financial software
- Oversight, preparation, administration and control of District budgets including general and special funds
- Provide internal guidance to district leaders to maintain budgetary controls
- Review internal audit documents and findings to ensure budget controls are implemented in accordance with fiscal best practices, District policies and procedures and local, state, and federal law
- Respond to questions from District personnel, auditors, and community partners regarding business service policies and procedures
- Attend, participate, and represent the District in lead team meetings, workshops, seminars and in-service related to public agency budgeting and government financial services
- Administer a budget control system for the district including coordinating, processing and controlling the transfer of budgeted funds
- Responsible for the receipt and expenditure of District funds
- Work with the Board, community and bargaining committees to supply accurate and timely District financial data as needed or requested. Interprets the financial concerns of the District to the board and community
- Calculate and forecast enrollment changes for the District
- Manage the preparation and submission of all applicable ODE, state and federal reporting requirements
- Prepare RFP's, manage and maintain all contracts for all outside vendors
- District audit officer. Work with auditors to schedule, prepare, and complete the district annual year end audit and prepare documents. Coordinate, communicate with, and direct all departments on specific requirements, reports, and request to comply with audit requirements
- Manage the cash flow analysis, investments, banking services and short-term borrowing for the District
- Contract for financial underwriting services and serve as the District representative in the sale of bonds and development of proposed bond debt service and tax levy rates
- Serves as the Deputy Clerk for the District
- Follows and maintains knowledge of all applicable District policies and procedures.
- Directly supervises all financial functions including accounts payable, payroll, and accounting
- Oversight of the District's Transportation, Technology, Facility Maintenance and Food Service Departments
- Familiar with PERS rules and regulations
- Risk management
- Other duties as assigned.

#### **PHYSICAL REQUIREMENTS:**

- Physical stamina and occasional lifting up to 40 lbs.
- Ability to sit for prolonged periods of time.
- Ability to stand, walk and bend on a frequent basis.
- Ability to use computer, telephone, and other office equipment for extended periods of time.
- Ability to move between building and visiting sites throughout the district

#### **Rate of Pay:**

According to Administrator Salary Schedule