



# ST. MICHAEL - ALBERTVILLE SCHOOLS

EXCELLENCE IS OUR TRADITION

## Director of Business Services

Department: Business Services/District Office  
Supervisor: Superintendent

Duty Year: 260 days  
Status: Exempt

### Position Overview & Responsibilities

Responsible for setting vision, providing leadership, and promoting continuous improvement of administrative services to ensure that the finance and business functions play a strategic partnership role in accomplishing the mission of the District. This position leads and manages the overall business and finance functions for the organization by providing system leadership to ensure processes are in alignment with organizational core values.

- Provides strategic leadership through integrated practices for the finance and business functions.
- Participates in the development of the strategic plan and manages financial resources to align with the District's missions and strategic priorities.
- Develops and leads implementation of District's long-range financial planning process including the District's financial management strategy.
- Directs the District's budget planning, development and implementation process.
- Creates the district annual comprehensive financial report and all year-end financial statements of the district including the management of the district audit.
- Provides technical financial advice and counsel to directors, managers and school board on all financial matters.
- Maintains a system of controls and record keeping, ensuring that expenditures are within the limitations of the approved budget.
- Ensures compliance, accuracy, timeliness and clarity in financial reporting.
- Provides all necessary financial information to support operating or capital levy campaigns.
- Contributes to effective school board functioning by meeting with the school board members, designing and facilitating school board work sessions, writing memos to the Superintendent and to the Board, and making school board presentations pertaining to area of responsibility.
- Oversees the essential business/finance department functions including accounting, enrollment, payroll and purchasing, providing supervision including formative feedback and timely performance evaluations.
- Responsible for monitoring and evaluating enrollment data on an ongoing basis and incorporating this data and/or projections into budget forecasting and reporting to District stakeholders, government agencies, and the public as directed.
- Plans, schedules and directs the work of others, delegating tasks and authority appropriately to meet deadlines.



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- Assumes decision-making responsibility and applies effective decision making processes to problems or issues.
- Encourages frequent, open communication, while maintaining accessibility and visibility in the organization.
- Convenes and facilitates the District Finance Advisory Committee.
- Works closely and collaboratively with the Director of Administrative Services and Human Resources to identify and facilitate internal workflow processes specifically aimed at improving the efficiency and effectiveness of central District operations.
- Represents the District in a positive manner at various district and community functions, at state and local organizations, and as a liaison to various partners by demonstrating professional demeanor and confidentiality.
- Performs other related duties as assigned or directed by the Superintendent.

### **Requirements & Qualifications**

Bachelor's degree and a minimum of three (3) years of demonstrated and applicable leadership experience in a management-level position is required. Major field of study in finance, accounting, business administration or a related field is strongly preferred. Prior experience in public school and/or government business affairs is strongly preferred.

### **Essential Functions & Skills**

This position requires an ability to work independently under the direction of the Superintendent and with several administrators, buildings and departments.

- Ability to lead and manage a department with direct reports.
- Ability to effectively maintain compliance with Federal, State and District regulations.
- Ability to read, analyze and interpret financial reports and legal documents.
- Ability to present information to administrators, teachers, other District employees, the general public and the school board.
- Strong communication and technological skills.
- Strong organizational, task management, and time management skills.

### **Equal Employment Opportunity Employer**

The St. Michael-Albertville School District is an equal employment opportunity employer who applies veteran's preference during hiring in accordance with applicable laws and district policy. The STMA District does not unlawfully discriminate on the basis of race, color, creed, religion, national origin, marital status, sex, status with regard to public assistance, disability, sexual orientation, age, family care leave status or veteran status.