

Dumas ISD

Assistant Superintendent for Business

Job Description

Job Title: Assistant Superintendent for Business

Wage/Hour Status: Exempt

Reports to: Superintendent

Pay Grade: 14

Dept./School: Central Administrative Office

Date Revised: 6/19/06

Primary Purpose:

Direct and manage the operation of all financial and business affairs of the district including accounting, payroll, purchasing, risk management, and tax collection. Serve as the chief financial adviser to the superintendent and board of trustees.

Qualifications:

Education/Certification:

BA Degree with a major in accounting or business administration

Supervisory experience

Data processing experience

Special Knowledge/Skills:

Advanced technical knowledge of school finance, budgeting, accounting systems, and economics

Working knowledge of financial applications and accounting

Strong communication, public relations, and interpersonal skills

Ability to use personal computer and software to develop spreadsheets, perform data analysis, and do word processing

Ability to implement policy and procedures

Ability to interpret data

Ability to manage budget and personnel

Ability to coordinate district functions

Experience:

Five years experience in school business management or public organization

Major Responsibilities and Duties:

Fiscal Management

1. Keep the superintendent informed on the business affairs of the district.
2. Evaluate accounting procedures, systems, and controls in all district departments and recommend improvements in their design, implementation, and maintenance.
3. Maintain a continuous auditing program for all funds and assist the district's independent and internal auditors in conducting the annual or periodic audit.
4. Ensure that accounting systems comply with applicable laws and regulations including Texas Education Agency Financial Accountability System Resource Guide.
5. Develop period cash flow analysis to aid in determining cash available for investment and payment of bills.



Dumas ISD

Assistant Superintendent for Business

Job Description

6. Maintain the district investment portfolio.
7. Review monthly bank reconciliations for all accounts.
8. Prepare all budget adjustments, additions, and deletions.
9. Review and approve all purchase orders and check requests and maintain control of budget by verifying availability of funds.
10. Assist in the preparation of the budget and development of long- and short-range objectives for the business operations of the district.
11. Plan and conduct needs assessments for improvement of district business operations.
12. Work with district personnel to project student enrollments, staffing needs, building and facilities needs, energy needs, capital equipment needs, and other cost items for district and individual school improvement.
13. Administer the business office budget and ensure that programs are cost effective and funds are managed prudently.
14. Provide leadership to achieve cost-effective practices throughout the district.
15. Ensure that business operations support the district's goals and objectives.

Policy, Reports, and Law

16. Implement policies established by federal and state law, State Board of Education rule, and local board policy in area of business operations.
17. Compile, maintain, and file all physical and computerized reports, records, and other documents required.
18. Prepare and evaluate monthly financial statements and related budget reports.
19. Prepare and publish annual financial report in compliance with TEA standards.
20. Develop semi-annual financial information for submission of data to TEA.
21. Oversee preparation of quarterly and final reports for all federal or grant funds.

Purchasing and Inventory

22. Maintain accurate and current computerized inventory records of the district's fixed and movable assets.
23. Supervise maintenance of a timely replacement cost-asset listing for insurance purposes.
24. Organize and conduct sales to dispose of surplus and salvage equipment.
25. Supervise the preparation of bids and bid specifications.



Dumas ISD

Assistant Superintendent for Business

Job Description

26. Receive and open bids, tabulate results and prepare written recommendations.

Programs

27. Oversee the Insurance Program.
28. Oversee employee benefits.
29. Oversee Non-Instructional Data Processing.
30. Oversee facility rental throughout the district.
31. Oversee Payroll.
32. Oversee district inventory.
33. Oversee elections.
34. Oversee the Technology Program.
35. Coordinate District Board Policy.

Personnel Management

36. Prepare, review, and revise business department job descriptions.
37. Develop training options and/or improvement plans to ensure exemplary business operations.
38. Evaluate job performance of employees to ensure effectiveness.
39. Recruit, train, and supervise personnel and make sound recommendations relative to personnel placement, assignment, retention, discipline, and dismissal.

Community Relations

40. Demonstrate awareness of district and community needs and initiate activities to meet those needs.

Supervisory Responsibilities:

Supervise and evaluate the performance of accounting supervisor, food service director, and technology coordinator.

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Maintain emotional control under stress. Occasional district and statewide travel. Occasional prolonged and irregular hours.



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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved by _____ Date _____

Reviewed by _____ Date _____

