



Board of Education of the City of St. Louis
CAREER OPPORTUNITY

Position Title:	Director Business Operations
Payroll/Personnel Type:	12 Month
Job #:	8517
Reports to:	Superintendent
Shift Length:	8 Hours a Day
Union Eligibility:	Not Eligible

Position Summary:

The Director of Business Operations facilitates the educational program, acting on District matters relating to the management and utilization of fiscal, material, and physical resources in a cost-effective, efficient, and equitable manner. The Director of Business Operations works to ensure fiscal accountability and to maximize the use of human and financial resources through reallocation of overall resources. The Director of Business Operations will report directly to the Superintendent of Schools.

Essential Functions:

- Supervises business office staff
- Supervises the accounting system necessary to provide school officials and administrators with accurate financial facts as the basis for formulating policies and decisions; provides the proper safeguards for custody of public funds
- Performs pre-audit of internal procedures; determines that prepared statements present fairly the financial position, propriety, legality, and accuracy of financial transactions; proper recording of all financial transactions; post-audit procedures; external audits; reconciliation of internal and external audits; conducts internal reviews of student activities and petty cash funds in the District schools; monitors food service accounts
- Develops procedures and policy on cash management and investments; develops cash projection report of revenues and expenditures of the general fund; selects the type and source of investments; secures proper collateralization of investments; maintains records and prepares monthly report of cash and investments; provides for full investment of all surplus funds
- Holds responsibility for debt service and capital fund management
- Performs long and short-term financing, including Tax Anticipation Notes (TANS); maturities and debt payments; long-range capital improvement programs; short-term debt management; debt service payment procedures and reports; investment of surplus capital funds; refunding of bond issues
- Holds responsibility for financial planning and budgeting
- Compiles and prepares the annual education budget; long-term fiscal planning; operating budget control; expenditure and revenue estimates; fiscal relationships with other governmental units; prepares monthly financial reports for the Board of School Directors
- Assist with payroll operations for payment of all employees in accordance with negotiated contracts and Board policies; supervises completion of local, state, and federal reports on payroll deductions; has responsibility for establishing payroll policies and procedures; supervises proper accounting of all payroll disbursements; supervises and audits all payroll records
- Holds responsibility for Real Estate and Fixed Asset Management
- Maintains inventory records and determines values of fixed assets; secures adequate insurance and provides for security of fixed assets; responsible for management of real and personal property records



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- Reviews the tax collections of, and when necessary, provides input to the locally elected and appointed tax collectors for the District
- Serves as a member of the District negotiating team; provides pertinent fiscal data for negotiations, including salary projections; supervises administration of negotiated contracts
- Provides financial data for state and federal financial grants; provides assistance in securing financial grants; monitors District use of grant monies
- Assists systems and network operations in the evaluation and selection of data processing hardware and software for business functions
- Attends Board meetings and work sessions
- Attends meetings and conferences as required by the position
- Attends professional seminars and workshops
- Ensures proper adherence to District policy and procedures, and ensures proper adherence to applicable contract language that is in effect for the District
- Performs any other duties assigned by the Superintendent

Knowledge, Skills, and Abilities:

- Knowledge of current laws and regulations relating to public school accounting
- Computer literacy
- Ability to enhance overall educational programs and services for all students by building capacity and consistency for effective change and sustainability
- Ability to increase capacity, accountability, and efficiency for improved effectiveness among administrative and professional personnel
- Ability to enhance communication, critical thinking skills, and collaboration among administrative and professional personnel
- Ability to promote team-building and shared responsibilities among administrative and professional personnel
- Ability to perform the above responsibilities at a high level
- Ability to establish and maintain productive working relationships with staff, business associates, and general community
- Ability to work on multiple tasks and prioritize appropriately
- Ability to recognize areas of concern relating to financial issues and propose or recommend appropriate solutions to problems
- Ability to communicate effectively
- Ability to exercise initiative and make independent decisions to reschedule work to meet deadlines or to effectively handle emergency work
- Ability to perform duties with awareness of all district requirements and Board of Education policies
- Occasionally, yet essential to this position, the individual must meet deadlines with severe time constraints, interacting with the public and other workers

Experience:

- Previous experience as Director of Business Affairs or related position in public school accounting
- Knowledge of current laws and regulations relating to public school accounting
- Executive Core Qualifications, including the ability to lead change and lead people, the ability to meet District goals with a focus on results, the possession of business acumen, and the ability to build coalitions. Must be able to lead and manage, and to ensure that targeted goals and initiatives are achieved



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Education:

- Bachelor's Degree in Accounting, Business Administration, or related field
- Master's Degree in Business Administration or CPA certification (preferred)

Physical Requirements:

- Must be physically able to operate a motor vehicle
- Must be able to exert up to 10 pounds of force occasionally, and/or a negligible amount of force constantly to lift, carry, push, and pull or otherwise move objects, including the human body
- Light work usually requires walking or standing to a significant degree

Working Conditions and Environment:

- Work is routinely performed in a typical interior/office environment
- Very limited or no exposure to physical risk

Disclaimer:

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Review/Approvals:

Employee _____ Date _____ Immediate Supervisor _____
Date _____

Human Resources _____ Date _____

In connection with hiring for this position the district shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, sexual orientation, age, disability, veteran status or national origin.



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