



**Job Description**  
Prepared/Revised: **April 2021**

Job Title: **Business Services Financial Manager**  
 Job Family: **Non-Certified**  
 Pay Program: **Administrative**  
 Typical Work Year: **12 months**

Job Code: **070912**  
 FLSA Status: **Ex - P**  
 Pay Range: **L10**

**SUMMARY:** Responsible for the oversight of financial operations and fund accounts of the Business Services department, and all district capital projects. Responsible for the operation and leadership of the accounts payable, accounts receivable and capital construction financial support staff. Provides variance and project analysis, financial reporting, recommends cost saving initiatives, funding options, and communicates with stakeholders across the district. Develop, evaluate and monitor Business Services financial procedures, and construction administrative procedures and recommend and implement program and operational changes. Perform accounting functions for General Fund, Capital Reserve Fund, Building (Bond) Funds, Print Shop Fund, Nutrition Services Fund, and BASE Program Fund. Position is also responsible for staff hiring, scheduling, training and evaluation.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *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 functions.*

Job Tasks	Frequency	% of Time
1. Develop, prepare, coordinate and monitor budgets for Business Services department, including all district capital projects. Responsible for multi-year financial planning and forecasting for Business Services department, resources within the General Fund, Capital Reserve Fund, Building Fund, Print Shop Fund, Nutrition Services Fund and BASE Program Fund. Ensure adherence to sound financial practices by utilizing appropriate accounting associations and regulatory agency policies. Provide analysis and recommend cost saving initiatives and funding options. Provide related support to other departments.	D	25%
2. Manage and oversee the accounts payable, accounts receivable and capital construction financial support staff. May be responsible for review, approval and verification of reported time in district time and labor system; may prepare and analyze time and labor reports. Provide leadership to staff by exhibiting behavior consistent with district goals. Enable department staff to successfully and efficiently meet department goals and objectives.	D	25%
3. Analyze, interpret, review and summarize financial data and prepare related spreadsheets and analyses. Prepare forecasts and supporting documents for the chief operating officer, superintendent, Board of Education and other district stakeholders. Plan for and make recommendations for improved processes and uses of district resources..	D	15%
4. Communicate with stakeholders, regarding budgets, staffing, expenditures, Board and District Policy compliance, and other financial data.	D	10%
5. Perform accounting functions within associated funds including creating, maintaining and reconciling accounts. Responsible for accounting for all district projects including: funding new projects, calculating and allocating overhead, closing completed projects, reporting to stakeholders and supporting projections for proposed bonds. Respond to inquiries related to account information, reporting needs and financial questions.	D	10%
6. Monitor and update the basis for billings and cost allocation for Print Shop Fund, Nutrition Services Fund, and BASE Program Funds, Property Management Rental and Common Area Maintenance and other functions within Business Services that provide support to users in and outside the district.	D	5%
7. Provide financial information for Board of Education monitoring reports, annual audit, and investment draws and financing such as COPs and capital leases. Perform year end responsibilities including project retainage reconciliation, accruals and providing the basis for completed project transfers.	Q/A	5%
8. Perform other duties as assigned.	Ongoing	5%
<b>TOTAL</b>		<b>100%</b>

**EDUCATION AND RELATED WORK EXPERIENCE:**

- Bachelor’s degree in accounting, finance business administration or related field required.
- Master’s degree preferred
- Minimum of five (5) years of experience in finance or budget.
- Supervisory experience preferred.
- Must successfully complete current district training for supervision of Classified Staff within one (1) year of entering position.

**LICENSES, REGISTRATIONS or CERTIFICATIONS:**

- Certified Public Accountant (CPA) preferred.
- Criminal background check required for hire.

**TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:**

- Ability to maintain confidentiality in all aspects of the job.
- Ability to keep up-to-date technically and apply new knowledge to your job. Includes adapting to and mastering new system applications and processes as implemented by the district or department.
- Ability to promote and follow Board of Education policies, District Policies, building and department procedures.
- Ability to stay current with district policy, standards and training in the areas of data quality, data privacy, and cyber-security with respect to student and staff data, and related information systems.
- Ability to communicate, interact and work effectively and cooperatively with all people, including those from diverse ethnic and educational backgrounds. Willingness to contribute to cultural diversity for educational enrichment.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.
- Strong interpersonal relations, oral and written communication, supervisory, accounting, analytical and decision making skills.
- Ability to manage multiple priorities.

**MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:**

- Operating knowledge of and experience with personal computers and peripherals.
- Advanced operating knowledge of and experience with Microsoft Excel, Word, PowerPoint, and Access.
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E- mail, etc.
- Operating knowledge of district information technology systems and any other department specific software and equipment required within 1 months after entering position.

**REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:**

	<b>POSITION TITLE</b>	<b>JOB CODE</b>
<b>Reports to:</b>	Chief Financial Officer	3091

	<b>POSITION TITLE</b>	<b># of EMPLOYEES</b>	<b>JOB CODE</b>
<b>Direct reports:</b>			

**BUDGET AND/OR RESOURCE RESPONSIBILITY:**

- Develop, prepare, coordinate and monitor budgets for Business Services department and all associated funds and district capital projects. Submit audit and policy reports to appropriate staff.

**PHYSICAL REQUIREMENTS & WORKING CONDITIONS:** *The physical demands, work environment factors and mental functions described below 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.*

<b>PHYSICAL ACTIVITIES:</b>	<b>Amount of Time</b>			
	<b>None</b>	<b>Under 1/3</b>	<b>1/3 to 2/3</b>	<b>Over 2/3</b>
Stand		X		
Walk		X		
Sit			X	

<b>PHYSICAL ACTIVITIES:</b>	<b>Amount of Time</b>			
	<b>None</b>	<b>Under 1/3</b>	<b>1/3 to 2/3</b>	<b>Over 2/3</b>
Use hands and fingers to handle and/or feel			X	
Reach with hands and arms		X		
Climb or balance	X			
Stoop, kneel, crouch, or crawl	X			
Talk			X	
Hear			X	
Taste	X			
Smell	X			

<b>WEIGHT and FORCE DEMANDS:</b>	<b>Amount of Time</b>			
	<b>None</b>	<b>Under 1/3</b>	<b>1/3 to 2/3</b>	<b>Over 2/3</b>
Up to 10 pounds		X		
Up to 25 pounds		X		
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			

<b>MENTAL FUNCTIONS:</b>	<b>Amount of Time</b>			
	<b>None</b>	<b>Under 1/3</b>	<b>1/3 to 2/3</b>	<b>Over 2/3</b>
Compare			X	
Analyze				X
Communicate			X	
Copy		X		
Coordinate			X	
Instruct		X		
Compute			X	
Synthesize			X	
Evaluate			X	
Interpersonal Skills			X	
Compile				X
Negotiate		X		

<b>WORK ENVIRONMENT:</b>	<b>Amount of Time</b>			
	<b>None</b>	<b>Under 1/3</b>	<b>1/3 to 2/3</b>	<b>Over 2/3</b>
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

<b>VISION DEMANDS:</b>	<b>Required</b>
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	
Depth perception	
Ability to adjust focus	X
<b>NOISE LEVEL:</b>	<b>Exposure Level</b>
Very quiet	
Quiet	X
Moderate	
Loud	
Very Loud	