



Job Title:	Associate Superintendent of Business and Finance	Wage/Hour Status:	Exempt
Reports to:	Superintendent	Pay Grade:	Administrative/Professional Pay Grade 10
Dept. /School:	Administration Building	Date Revised:	01/25/2011

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:

Degree in a business/accounting required
TASBO certification preferred
CPA preferred

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 interpret policy, procedures, and data
Ability to manage budget and personnel
Ability to coordinate district functions

Experience:

Five years experience in school business management required
Experience in school business software implementation preferred

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 Bulletin 679 and Financial Accounting Manual.
5. Develop period cash flow analysis to aid in determining cash available for investment and payment of bills.
6. Maintain the district investment portfolio.

7. Oversee preparation of monthly bank reconciliations for the operating, special revenue, debt service, construction, tax, cafeteria, and athletic accounts; review reconciliations of vendor and payroll clearing accounts.
8. Prepare and enter 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. Document business processes and train staff
12. Plan and conduct needs assessments for improvement of district business operations.
13. 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.
14. Administer the business office budget and ensure that programs are cost effective and funds are managed prudently.
15. Provide leadership to achieve cost-effective practices throughout the district.
16. Ensure that business operations support the district's goals and objectives.

Policy, Reports, and Law:

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

Purchasing and Inventory:

23. Maintain accurate and current computerized inventory records of the district's fixed and movable assets.
24. Supervise maintenance of a timely replacement cost-asset listing for insurance purposes.
25. Organize and conduct sales to dispose of surplus and salvage equipment.
26. Supervise the preparation of bids and bid specifications.
27. Receive and open bids; tabulate results and prepare written recommendations.

Personnel Management:

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

Community Relations:

32. Demonstrate awareness of district and community needs and initiate activities to meet those needs.
33. Other duties as assigned.

Supervisory Responsibilities:

Supervise and evaluate the performance of various positions in the budget and finance development department. (e.g.: risk management, payroll, purchasing and accounts payable)

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

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

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