



Littleton Elementary School District #65 Position Description

TITLE: Executive Director of Business Resources

CLASSIFICATION: Exempt

REPORTS TO: Superintendent

SUPERVISES: All employees assigned to the Business Services Department.

MINIMUM QUALIFICATIONS: College Degree in Business, Accounting or Education required. Masters Degree preferred. A minimum of three years prior experience in the area of supervision and management with two of those years in a school business office. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

Essential Functions/Performance Responsibilities: To administer all aspects of the business office and support services of the district in such a way as to provide the best possible educational services with the financial resources available.

GENERAL STATEMENT OF RESPONSIBILITIES:

- Supervises the financial affairs of the District, including the accounting and reporting of all funds in accordance with the Uniform System of Financial Records (USFR).
- Recommends budget preparation, determines budget limits, administers a budget control program, and monitors budget balances and available cash on a monthly basis.
- Works with administrators, teachers and other personnel in planning for the school plant needs, acquiring school sites, and managing school property after the educational standards and needs have been determined.
- Completes all required forms, applications and evaluations as required by the School Facilities Board.
- Works with architects, attorneys and financial advisors to affect suitable financing; with bidders to secure economical contracts; and with contractors to provide satisfactory building facilities.
- Prepares financial reports to the proper staff officials concerning the status of their budgetary accounts and to guard against over expenditures of their budgets.
- Serves as custodian for and maintains adequate records for the District.
- Maintains financial accounts, business and general fixed asset records as required by Arizona Revised Statute, State Board Policies and the USFR.
- Manages the District's real estate and insurance programs.
- Responsible for the collection, safekeeping and distribution of all funds for all District purchases in accordance with the State Procurement Code and Governing Board Policies.
- Arranges for the internal auditing of school accounts and assists external auditors and monitors as needed.
- Assists in recruiting, screening and hiring of Business Office personnel. Evaluates personnel in the Business office in accordance with the Governing Board Policy.
- Supervises the maintenance of an inventory of school property as required in the USFR.

- Prepares financial reports as required by State and Federal agencies having jurisdiction over public school funds.
- Acts as advisor to the board and Superintendent on the school budget and all other business and financial questions.
- Submits quarterly statement to the Governing Board detailing the financial status of the District
- Supervises accounts payable and all other accounting operations.
- Approves all vouchers authorizing any expenditure of District funds.
- Collects, verifies and prepares State reports necessary to ensure accurate student enrollment attendance data as reflected in ADM and ADA information.
- Upon request, attends meetings related to employee salaries and benefits.
- Coordinates all District Elections with the County School Office for Bond and Override Elections that are called by the Governing Board.
- Maintains the Extracurricular Tax Credit Account.
- Other duties and responsibilities as assigned or requested by the Superintendent or Governing Board.

PHYSICAL REQUIREMENTS: Positions in this class typically require: use of hands, talking, hearing, seeing and repetitive motions. Exerting up to 10 pounds of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Specific vision abilities required by this job include close vision as to read handwritten or typed materials and the ability to adjust focus. Jobs are Sedentary work involves sitting a portion of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met. The position requires the individual to meet multiple demands from several people and interact with public and staff.

Noise Level: The noise level in the work environment is moderate.

TERMS OF EMPLOYMENT: Twelve months per year. Salary, work year and benefits to be established by the Board.

EVALUATION: Performance of this job will be evaluated annually in accordance with the provisions of the Board's policy on evaluation of administrative personnel.