

# **SOUTH SIOUX CITY COMMUNITY SCHOOLS**

## **DIRECTOR OF BUSINESS OPERATIONS**

<b>Reports to:</b>	<b>Superintendent</b>
<b>Classification:</b>	<b>Non-Certified</b>
<b>FLSA Status:</b>	<b>Exempt</b>
<b>Terms of Employment:</b>	<b>12 month according to Board Policy</b>
<b>Evaluation:</b>	<b>Performance in this position will be evaluated regularly by the supervisor and in accordance with Board Policy</b>
<b>Compensation:</b>	<b>Reviewed and established annually by the Board of Education</b>

### **JOB SUMMARY**

The primary responsibility of the Director is the financial management and accounting procedures of the school district. The Director may delegate performance of management duties. Such delegation does not relieve the Director from ultimate responsibility or accountability.

### **PERFORMANCE RESPONSIBILITIES**

- Serve as a leader of the financial operations of the school district and as a positive contributing member of the administrative team.
- Advise the Superintendent on short-term and long-term financial objectives, policies, and actions.
- Coordinate and direct the financial planning, budgeting, procurement, or investment activities of the school district.
- Conduct fiscal planning or direct such to be completed, to include forecasting anticipated revenue, expenditures, and needs to ensure sound financial operations and no unexpected budget deficits.
- Recommend budget priorities and the allocation of sufficient funds for each program of the district. Prepare the annual budget for Board approval, acting under the direction of the Superintendent and in accordance with legal requirements and Board policies. Prepare and timely file the annual budget and associated reports, forms and tax requests with state and local officials in accordance with Board action and state law and regulations. Administer the adopted budget in accordance with legal requirements and adopted Board policies.
- Assist in the submission of grant proposals and access other available funding beyond State and local tax revenues.
- Ensure funds are spent prudently by providing adequate control and accounting of the school district's financial and physical resources and the development and implementation of sound business practices consistent with Board policy and law. Monitor financial activities and details such as reserve levels to ensure that all legal and regulatory requirements are met. Receive cash and checks and make deposits.
- Implement a system of cash flow management, including use of bonding systems and borrowing as necessary, to ensure the timely payment of obligations.
- Invest the school district funds in a prudent manner consistent with Board policies and laws. Manage the receipt, disbursement, banking, protection, and custody of funds, securities, and financial instruments.
- Develop and implement procedures for the efficient and fiscally prudent purchase of goods and services within the limits of the adopted budget. Serve as central purchasing agent for the purchase of equipment, materials and supplies within the annual budget or as directed by the Board or the Superintendent in accordance with Board policies and established procedures and prepare a monthly listing of claims for approval by the Board.
- Recommend to the Superintendent the purchase of adequate property and liability insurance for the protection of the school district, members of the Board, employees and school district property at reasonable premium levels.
- Attend and participate in Board meetings and its committees as requested by the Superintendent.
- Maintain current knowledge of organizational policies and procedures, federal and state policies and directives, and current counting standards, as well as proposed legislation impacting financial

operations of the school district, and inform the Superintendent of significant developments in these areas.

- Direct, supervise and evaluate employees performing financial reporting, accounting, billing, collections, payroll, and budgeting duties and others for whom the Director is responsible.
- Conduct staff observations and evaluations for whom the Director is responsible in accordance with the Board evaluation policy.
- Develop and maintain a positive and professional working relationship with the staff.
- Administer the school district's business operations in conformity with the adopted policies of the Board, state and federal laws and regulations, and all other laws and regulations.
- Keep current with federal and state laws impacting the school district's business operations and accounting standards, as well as proposed legislation impacting financial operations and school management developments, by attending conferences and other professional development activities.
- Complete, or oversee the completion of, within the scope of the Director's responsibilities, all reports and forms required by the Nebraska Department Education and other governmental agencies and ensure that such reports and forms are submitted on or before the due date.
- Adhere to the code of ethics of the District, the Nebraska Department of Education (NDE Rule 27). The Director must serve as a positive role model for staff and students.
- Compiling, coding, categorizing, calculating, tabulating, auditing, or verifying information or data, including compilation of data for financial reports.
- Regular, dependable attendance on the job; the ability to perform the identified tasks and to possess and utilize the identified knowledge, skills, and abilities and to perform the identified work activities; and, the ability to perform the following identified physical requirements.
- Manage contracts for the district.
- Oversee and direct all aspects of the district nutrition services program.
- Oversee and direct all aspects of the district transportation programs.
- Perform other tasks or duties as assigned by the Board or the Superintendent.

#### **EDUCATION AND/OR EXPERIENCE**

- Bachelor's degree or higher required.
- Non-certified position; Nebraska Administrative and Supervisory Certificate are not required.
- Experience in business management and accounting required.

#### **SUPERVISION ADMINISTERED**

Business office classified staff, transportation and food services departments.

**Physical Requirements  
Business Manager**

E = Essential  
NE = Non-Essential

		Item is not a requirement of the job NE	Occasional -- up to 33% of time NE	Occasional/Essential -- up to 33% of time, absolutely essential to the job E	Frequent -- between 34% - 66% E	Continuous -- over 66% of time E
<b>Stamina</b>						
1.	Sitting				X	
2.	Walking				X	
3.	Standing		X			
4.	Sprinting/Running	X				
<b>Flexibility</b>						
5.	Bending or twisting at the neck more than the average person		X			
6.	Bending or twisting at the trunk more than the average person		X			
7.	Squatting/Stooping/Kneeling		X			
8.	Reaching above the head		X			
9.	Reaching forward		X			
10.	Repeating the same hand, arm or finger motion many times (For example: typing, data entry, etc.)		X			
<b>Activities</b>						
11.	Climbing (on ladders, into large trucks/vehicles, etc.)	X				
12.	Hand/grip strength	X				
13.	Driving on the job			X		
14.	Typing non-stop		X			
<b>Use of Arms and Hands</b>						
15.	Manual dexterity (using a wrench or screwing a lid on a jar)		X			
16.	Finger dexterity (typing or putting a nut on a bolt)		X			
<b>Lifting Requirements</b>						
17.	Lifting up to 10 pounds (Mark all that apply)					
	Floor to waist		X			
	Waist to shoulder		X			
	Shoulder to overhead		X			
18.	Lifting 11 to 25 pounds (Mark all that apply)					
	Floor to waist	X				
	Waist to shoulder	X				
	Shoulder to overhead	X				
19.	Lifting 26 to 50 pounds (Mark all that apply)					
	Floor to waist	X				
	Waist to shoulder	X				
	Shoulder to overhead	X				
20.	Lifting 51 to 75 pounds (Mark all that apply)					
	Floor to waist	X				
	Waist to shoulder	X				
	Shoulder to overhead	X				
21.	Lifting 76 plus pounds (Mark all that apply)					
	Floor to waist	X				
	Waist to shoulder	X				
	Shoulder to overhead	X				
22.	Can load/items weighing over 50 pounds that are lifted or carried be shared, or reduced into smaller loads?	X				
<b>Pushing/Pulling</b>						
23.	25 to 50 pounds	X				
24.	51 to 75 pounds	X				
25.	76 to 90 pounds	X				
<b>Carrying</b>						
26.	10 to 25 pounds		X			
27.	26 to 50 pounds	X				
28.	51 to 75 pounds	X				
29.	76 to 90 pounds	X				

