

Assistant Director – External Business Services

Purpose

The job of Assistant Director - External Business Services is done for the purpose/s of planning, coordinating and supervising external business office functions; performing specialized and technical services requiring application and interpretation of data, facts, procedures and policies; providing functional, accounting, and technical guidance to obtain, prepare, share and exchange data with administrative, technical, and internal/external clients; assisting with the fiscal oversight of local educational agencies (LEAs); monitors and maintains budgetary, finance, cost, payroll, and other financial records; training and supervising the performance of assigned staff.

This job reports to the Director of External Business Services.

Essential Functions

Assist in a variety of other assigned activities including internal and external audits, general ledger maintenance, development of procedure and policy manuals, and other assigned areas.

Assist in the coordination and administering of activities related to the staffing and operational activities of the external business department.

Assist in the coordination and administration of fiscal year transition and year-end processes; perform transition functions including the development of the warrant production calendar; organize and perform year-end functions including W-2, 1099, and 1095-C reporting.

Assist with fiscal oversight of LEAs; review and interpret State budget information and data; perform reviews of LEAs' budget, interim, and unaudited actuals reports; analyze cash flow, multi-year projections, and other financial information; report conclusions and findings to the Director – External Business Services.

Assists auditors for the purpose of providing requested supporting documentation, information on internal processes, and/or coordinating activities in support of the audit process.

Assure compliance with laws and regulations in the various accounting records, procedures, and systems of internal controls to determine compliance; determine the accuracy of records of revenues and expenditures and appropriate documentation.

Coordinate, prepare, and present a variety of special projects as assigned.

Develop and maintain policies and procedures manual for assigned duties; monitor external business department policies and procedures; evaluate department practices and implement process improvement changes as needed; assist in the development and implementation of annual goals and objectives for the department.

Maintain knowledge of current and pending legislation related to assigned activities; research, train and implement federal and State required accounting changes including policies and procedures development and implementation; interpret, explain and implement necessary changes, as directed.

Maintain oral and written communications with school districts, external agencies, and internal departments and programs regarding financial matters; research and compile information necessary for the effective operation of external business services; contact governmental agencies; document government codes and maintain process and procedure information for-external clients.

Monitor the auditing, analysis, and reconciliation of general ledger accounts including governmental, enterprise, and agency funds for completeness, accuracy, and compliance.

Oversee the organization and operation of an assigned fiscal office function, including payroll and commercial warrant production, federal/state tax reporting, accounting transactions, and pension contributions reporting.

Prepare a variety of financial, statistical, and budgetary statements and reports including monthly financial statements, cash transfers, cost studies, cash flow analyses, and revenue and expenditure projections; analyze and reconcile financial statements; assure timely and accurate submission of financial reports; format financial information into the appropriate general ledger.

Prepare and present oral and written presentations, including presentations to management discussing deficiencies; recommend corrective action to improve fiscal operations and efficiency; attend and conduct a variety of meetings as assigned; provide necessary fiscal information for decision-making; provide workshops and training to internal/external staff as needed; participate on assigned committees.

Provide technical expertise, information, and assistance to the Director – External Business Services regarding assigned functions; assist in the formulation and development of policies, procedures, and programs.

Review and approve journal entries and cash transfers; audit appropriate reports to verify data as needed; prepare and assist in the preparation of financial reports, claims, waivers, and other requested statements.

Train, supervise and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignments, terminations, and disciplinary actions.

Understand payroll system master files; review appropriate payroll and retirement deductions and reporting, including input of pay schedules, pay dates, benefit deduction schedules and federal and state tax rate schedules.

Other Functions

Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment using pertinent software applications; performing accounting procedures; planning and managing projects; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform advanced math; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: principles of accounting and auditing; general governmental accounting practices; standard office practices and procedures; and pertinent codes, policies, regulations and/or laws.

ABILITY is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with data of varied types and/or purposes; and utilize job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include: analyzing a variety of financial and statistical information; working under time constraints; communicating with diverse groups; meeting deadlines and schedules; setting priorities; and working with detailed information.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; directing other persons within a small work unit; directing the use of budgeted funds within a work unit. Utilization of resources from other work units may be required to perform the job's functions. There is a continual opportunity to impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally, the job requires 70% sitting, 15% walking, and 15% standing. This job is performed in a generally clean and healthy environment.

Experience: Job related experience with increasing levels of responsibility is required.
Education: Bachelor's degree in job-related area.
Equivalency: Associate degree in job-related area or industry related certification (i.e. Certified Business Officer Certification) with job-related experience.

Required Testing:

Certificates and Licenses

Valid Driver's License & Evidence of Insurability

Continuing Educ. / Training:

Maintains Certificates and/or Licenses

Clearances

Criminal Justice Fingerprint/Background Clearance
Tuberculosis Clearance

FLSA Status

Exempt

Approval Date

6/13/2023

Salary Grade

112