

### Director, Internal Business Services

#### Purpose Statement

The job of Director, Internal Business Services is done for the purpose/s of directing the activities and operations of the County Schools Business Services (CSBS) Department; maintaining the fiscal integrity and solvency of the organization; assuring programs are operating within the appropriate fiscal parameters and remain in compliance with the applicable federal, state and/or local regulations; providing information and serving as a resource to others; achieving defined objectives by planning, evaluating, developing, implementing and maintaining services in compliance with established guidelines; and serving as a member of the cabinet.

This job reports to Associate Superintendent, Administrative Services

#### Essential Functions

Analyzes a variety of financial information (e.g. budget variances, cost projections, etc.) for the purpose of providing direction and support, making recommendations, maximizing use of funds, and/or ensuring overall operations are within budget.

Conducts internal audits (e.g. general and special funds; property and inventory valuations and management of fixed assets, copy center activities, self-insured dental program, general ledger, budget revisions, property and liability insurance, etc.) for the purpose of ensuring program operations are within budget and in accordance with fiscal practices.

Directs department operations; the maintenance of services and the implementation of new programs and/or processes for the purpose of providing services within established time frames and in compliance with related requirements.

Directs the compilation of data from a wide variety of sources (e.g. financial, statistical, budgetary statements and reports; preparation and maintenance of a variety of narrative and statistical reports; accurate submission of financial reports, etc.) for the purpose of analyzing issues, ensuring compliance with organization policies and procedures, and/or monitoring program components.

Maintains a variety of manual and electronic fiscal information, files and records (e.g. accounts payable, accounts receivable, student programs, contracts, etc.) for the purpose of providing an up-to-date reference and assure legal compliance and accuracy of financial reports.

Manages assigned program and/or departmental responsibilities (e.g. develops fiscal policies for organization and implements procedures in department to follow those policies; internal controls; fiscal solvency; reports, adjustments, and expenditures are timely and correct, etc.) for the purpose of achieving organizational objectives, and ensuring compliance with legal, financial and District requirements.

Monitors budget allocations, expenditures, fund balances and related financial activities (e.g. provides authorization for all budget revisions, etc.) for the purpose of ensuring that allocations are accurate, revenues are recorded, expenses are within budget limits and/or fiscal practices are followed.

Participates in or facilitates meetings, workshops and seminars (e.g. financial procedures, regulatory requirements, negotiating team, community or outside agencies, interdepartmental needs, etc.) for the purpose of identifying issues, developing recommendations, supporting other staff, and serving as a District representative.

Prepares a wide variety of materials (e.g. annual budgets, financial statements, reports for the Board, Superintendent, department administrators, etc.) for the purpose of documenting activities and issues, meeting compliance requirements, and/or providing supporting materials for requested actions.

Presents information (e.g. budget overviews, accounting processes, distribution formulas, etc.) for the purpose of communicating information, gaining feedback and ensuring adherence to established internal controls.

Provides technical expertise, information and assistance to internal personnel and external stakeholders (e.g. auditors, grant representatives, regulatory agency staff, etc.) for the purpose of communicating with administrators, personnel and outside organizations to coordinate activities and programs, resolve issues and conflicts, and exchange information.

Researches financial topics and related legal issues (e.g. discrepancies, current legislative trends, etc.) for the purpose of evaluating compliance requirements and potential implications on district operations.

Responds to a wide variety of inquiries of staff, district personnel, other professional organizations, etc. (e.g. accounting guidelines, expenditure status, grant guidelines, Memorandums of Understanding, MOU's, reports to regulatory and/or public agencies such as CDE, etc.) for the purpose of resolving problems, providing information and/or referring to appropriate personnel.

Supervises and evaluates the performance of assigned personnel (e.g. employee selection, performance evaluation, disciplinary actions, coaching, I, etc.) for the purpose of maintaining adequate staffing, enhancing productivity of personnel and achieving objectives within budget.

### **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, highly complex, 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 including using a variety of software applications; planning and managing projects; and preparing and maintaining accurate records.

KNOWLEDGE is required to utilize theoretical mathematical concepts; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: pertinent laws, codes, policies, and/or regulations; personnel processes; program planning and development; school budgeting, policies and audit procedures; concepts of grammar and punctuation; and principles of public and fund accounting and budgeting.

ABILITY is required to schedule a number of activities, meetings, and/or events; routinely gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing a variety of complex processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of widely varied types and/or purposes; and utilize a variety of types of job-related equipment. Independent 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 moderate to significant. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups and individuals; meeting deadlines and schedules; setting priorities; working as part of a team; and working with detailed information/data.

#### **Responsibility**

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; managing a department; supervising the use of funds for multiple departments. Utilization of significant resources from other work units is routinely required to perform the job's functions. There is a continual opportunity to significantly 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, 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 within a specialized field with increasing levels of responsibility is required.

**Education:** Bachelors degree in job-related area.

**Equivalency:**

**Required Testing:**

**Continuing Educ. / Training:**

Maintains Certificates and/or Licenses

**Certificates and Licenses**

Valid Driver's License & Evidence of Insurability

**Clearances**

Criminal Justice Fingerprint/Background Clearance

Tuberculosis Clearance

**FLSA Status**

Exempt

**Approval Date**

6/21/2017

**Salary Grade**

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