

JOB TITLE: DIRECTOR, BUSINESS SERVICES

REPORTS TO: Chief Operating Officer

POSITION PURPOSE:

Direct all of the operations of Business Services. Direct and provide technical assistance to the superintendent in meeting established financial goals and requirements of the Multnomah Education Service District (MESD). The position supervises the department staff in day-to-day activities; and is responsible for double entry fund accounting and related areas.

NATURE & SCOPE:

This position is subject to board policies, administrative rules and procedures, department regulations, and applicable state and federal statutes. This position carries specific administrative authority to affect the responsibilities in this job description. All commitments outside of authorized programs and services are subject to prior approval by the supervisor of this position.

ESSENTIAL LEADERSHIP QUALITIES:

1. Trust: Develop trust among co-workers through honesty and fairness.
2. Communication: Communicate in an inclusive and collaborative manner.
3. Vision: Lead with vision and follow-through.
4. Personal Qualities: Be respectful, caring and courageous.
5. Management Style: Be visible, humble and a team player.
6. Agency-wide perspective: Be involved in, and supportive of continuous overall improvement of MESD.

ESSENTIAL JOB FUNCTIONS:

1. Direct all of the operations of the Business Office, this includes, but is not limited to, accounting, auditing, purchasing, payroll, and investing activities.
2. Report the fiscal health of the agency to the Board of Directors on a monthly basis.
3. Conduct fiscal analyses and prepare/submit financial reports, as requested by the immediate supervisor.
4. Implement and direct the internal operations for contract management, records management, and inventory management.
5. Lead and manage the budget preparation process, by assisting the Budget Officer and oversee all phases of the development and delivery of MESD's budget.
6. Assist in presenting the budget during developmental phases to the MESD Board, MESD Budget Committee, compliance agency (Tax Supervising Conservation Commission – TSCC), and other audiences as requested.
7. Maintain MESD Service Plan documents; track and publish the resolution service fund and contracted service usage.

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Revised: 4/19/2012

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8. Coordinate and perform audit duties for the district's independent audit, which includes but is not limited to responsibilities such as preparing comprehensive annual financial reports and federal grant reports, and pre audit worksheets, maintaining accounting documents for audit reviews, recording audit journal entries, and verifying audit reports.
9. Develop and evaluate office procedures and automated systems and implement changes. Monitor internal controls and resolve problems.
10. Supervise and evaluate business office personnel according to applicable negotiated agreements, Board Policy, and Administrative Rules. Establish priorities for staff assignments, direct and train staff in the day-to-day activities. Also schedule employees to cover absences and maintain priorities.
11. Conduct fiscal analysis and ensure timely submission of Federal and State reports.
12. Manage cash balance maintenance, which includes but is not limited to contacting banks daily and monitoring balances, transferring funds from accounts as needed and reviewing reconciled bank accounts for MESD.
13. Coordinate, provide direction and act as a resource for departments to coordinate the management of grant accounting; contract management; position control; and other accounting and budget functions.
14. Maintain current knowledge of federal and state laws and regulations governing the fiscal operation of the agency.
15. Make recommendations regarding selection, assignment and other personnel matters relating to staff.
16. Implement sectional programs, as approved by the immediate supervisor.
17. Maintain satisfactory job attendance record.

OTHER JOB FUNCTIONS:

1. Provide information and resources to other departments and/or agencies, as directed.
2. Attend administrative and Board meetings, as required.
3. To perform other job-related duties as assigned by the Superintendent or designee.

KNOWLEDGE, SKILLS AND ABILITIES:

1. Demonstrated leadership and project organizational skills and the ability to carry out multiple projects as assigned.
2. Strong interpersonal skills to develop collaborative relationships with diverse groups, individuals, and organizations.
3. Excellent oral and written communication skills.
4. Effective project management planning, budgeting, organizing, and cost control techniques.

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5. Valid driver's license and own transportation.
6. Demonstrated project organization, multi-tasking, and time management skills.
7. Superior ability to maintain strict confidentiality.
8. Proven ability to provide exceptional customer service
9. Detail oriented.
10. Highly motivated and works well independently and in a team environment.
11. Proficient in the use of MS Outlook, Word, Excel and PowerPoint. Some comfort with Adobe Acrobat Professional and/or Adobe Creative Suite a plus.
12. Ability to work flexible hours, as needed or requested.

EDUCATION AND EXPERIENCE:

1. Bachelor's degree in Business Administration or related field.
2. At least 5 years budgeting and/or accounting experience in the public sector.
3. At least 3 years of supervisory experience.
4. Demonstrated knowledge of state laws governing fiscal operation of public agencies.
5. Experience in a public K12 education environment.
6. CPA preferred.

PHYSICAL REQUIREMENTS:

1. Ability to sit and/or drive for four (4) plus hours per day.
2. Ability to make repetitive hand-movements, such as typing, for three (3) plus hours per day.

I have reviewed and understand the above mentioned job responsibilities and essential duties, and I acknowledge that I am able to perform the essential functions.

Employee Print Name

Signature

Supervisor Print Name

Signature

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload.