

## **Supervisor of Business Services Job Description**

**Purpose:** Plan, manage and direct assigned functions relating to fiscal management, control and analysis; develop, control and monitor the budgets and accounts of the District; supervise and evaluate the performance of assigned personnel.

**Responsible to:** Superintendent of Schools

**Payment Rate:** Salary and benefits established by the Board of Education

### **Qualifications:**

1. Any combination equivalent to: bachelor's degree in accounting, finance, business administration or related field and five years increasingly responsible supervisory experience.
2. Health and Inoculation Certificate on file in the Central Office.
3. Desire to continue career improvement by enhancing skills and job performance.
4. A minimum of 3 years' experience operating a school budget.
5. Appropriate course work in Kansas school finance.

### **Essential Functions:**

1. Manage all aspects of District finances and business services.
2. Develop in-service programs for business personnel and support staff under his/her supervision.
3. Interpret the business area of educational programs to the community at large.
4. Consult with the Superintendent and other personnel on questions relating to the District's fiscal affairs.
5. Complete application for state funds.
6. Implement and follow all District health and safety policies, including all precautions of the Blood borne Pathogens Exposure Control Plan.

### **Physical Requirements/Environmental Conditions:**

1. Requires prolonged sitting or standing.
2. Ability to occasionally work in a noisy and crowded environment with numerous interruptions.
3. Requires some travel.
4. May require evening and weekend work.

### **General Responsibilities:**

1. Develop and administer a program for purchasing supplies and equipment.
2. Establish and supervise a program of accounting and reporting for the financial affairs of the District.
3. Supervise data processing procedures to provide management information, evaluation techniques, and long-range forecasts.
4. Supervise clerical personnel in the business office.
5. Manage the District's real estate and insurance programs.
6. Supervise the development of monthly and annual financial reports as required.
7. Prepare the budget in cooperation with the Superintendent and Board of Education and administer a budget control program.
8. Submit a monthly statement to the Board detailing the status of each appropriation item.
9. Act as advisor to the Superintendent on the school budget and all other business and financial questions.
10. Prepare financial reports as required by the state and federal agencies having jurisdiction over public school funds.

11. Attend Board of Education meetings as directed.
12. Invest District funds not currently in use in accord with Board policies.
13. Work jointly with other administrators in the preparation of plans, bid forms, and specifications of new construction, alterations, and improvements of the school plant in accordance with Board policy.
14. Work with technology/computer systems.
15. Review and approve grant applications.
16. Review and approve external facility usage requests.
17. Supervise the Food Service Department.
18. Supervise, direct, motivate, and correct employees' job performance.
19. Communicate and work effectively and cooperatively with the School District.
20. Model commitment and dedication to work.
21. Work independently and without supervision, and complete work in an efficient manner.
22. Work to implement the vision and mission of the District.
23. React to change in an instructional and productive manner, and handle other tasks as assigned.
24. Perform such other tasks and assume such other responsibilities as directed by the Superintendent.

**Term of Employment:** 12 months (251 Days)

**Evaluation:** Performance effectiveness evaluated in accordance with Kansas Statutes and Board of Education Policy.