

Position Title: Director – Business Services

Department: Budget & Finance

Supervisor: Chief Financial Officer

Term of Employment: Annual (July 1 through June 30)

Salary Classification: Administrator Schedule – Director II

Job Summary: The incumbent will provide planning, direction, supervision and professional support in designated areas of responsibility within the Business Services Department.

The incumbent will perform complex business operations analysis and process management using financial and other related data. This individual will utilize the results of analysis to prepare standard and ad-hoc management reporting, develop proposed solutions to business problems, and communicate with staff and administration to gather information and research issues necessary to accomplish daily tasks. Activities will focus on compliance, process improvement, and solutions to key business problems while demonstrating superior customer service, integrity, and commitment to innovation, efficiency, and fiscal responsibility.

Essential Functions: Essential functions, as defined under the Americans with Disabilities Act, may include, but are not limited to, the following tasks, duties, knowledge, skills and other characteristics. This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents in this class.

- Responsible for staff supervision and support in the areas of purchasing, accounts payable, grants management, budget, general ledger control, warehouse distribution, fixed asset accounting, surplus property, records management, audit compliance, and financial reporting.
- Provides department specific input and associated management of chart of account changes and general ledger management, including the analysis of regulatory changes and required alignment among areas of responsibility.
- Works collaboratively with the Director of Accounting to ensure a timely month and year-end accounting close cycle to include journal entries and related account analysis.
- Manages the annual 1099-Misc and 1099-NEC tax reporting for the District.
- Assists the Chief Financial Officer and Budget Analyst with the completion of the Annual Expenditure Budget and Annual Financial Report.
- Implements and manages digital records and processes for areas of responsibility in Infinite Visions, the District's Financial Services Software.

- Coordinates with the Purchasing Manager to accomplish tasks related to the successful procurement and distribution of required products and services for District staff, students and facilities.
- Manages annual financial audit requirements for areas of supervision and responsibility ensuring departments and reporting areas are in alignment with year-end reporting timelines and subsequent annual financial audit requirements.
- Manages department and District record retention requirements and associated records storage and disposal in accordance with Arizona State Statutes and state agency requirements.
- Supervises the District's grant programs from a financial perspective. Assists Business Services Grant Managers, Program Directors for federal, state and private grants with applications, budget development, financial reporting and compliance.
- In conjunction with the Warehouse Supervisor, provides oversight of the District's distribution function including warehouse materials and mail distribution.
- In conjunction with the Accounts Payable Supervisor, provides oversight of District Accounts Payable activities in accordance with audit requirements and Purchase Order Terms and Conditions.
- Supervises the Fixed Asset Accountant and provides support for district-wide fixed asset accounting and inventories and related asset disposal and surplus property in accordance with audit, statutory and agency requirements.
- Develops ongoing metrics, monitoring and reporting processes to measure program effectiveness and efficiency to ensure continuous improvement.
- Maintains knowledge of the Arizona Uniform System of Financial Records, Arizona Administrative Code procurement requirements, relevant Generally Accepted Accounting Principles and relevant state law and federal code.
- Assists in recruiting, hiring, training, supervising, and evaluating department personnel.
- Participates with state and professional organizations to stay abreast of school finance and educational technology related issues.
- Follows and enforces Governing Board policies, rules and regulations, administrative regulations, and applicable laws.
- Maintains a high level of ethical behavior and confidentiality.
- Performs other duties as assigned/required.

KNOWLEDGE AND SKILLS:

- Comprehensive knowledge of business operations including procurement, distribution, accounts payable, grants, fixed assets, budgeting, accounting, and related procedures and techniques preferably in an educational setting.
- Knowledge of quality tools and models, benchmarking practices and techniques, statistics, and financial analysis.
- Knowledge of applicable Federal and state statutes, rules, policies and procedures.
- Knowledge of applicable Peoria Unified School District Governing Board and departmental policies and procedures.
- Ability to develop unique and innovative solutions to problems.
- Independent critical thinker with the ability to focus on the things which matter most to achieving the desired outcome.
- Skill in establishing and maintaining effective working relations with co-workers, vendors, students, parents, the general public and others having business with the school district.
- Skill and proficiently in operating a personal computer utilizing a variety of software applications including the Microsoft Office Suite.

MINIMUM QUALIFICATIONS: A BS/BA degree in Business, Accounting, or related field. Experience with process improvement initiatives. Proficient with Microsoft Office suite software including Microsoft Excel. Demonstrated team leadership and coordination skills, including experience driving change. Excellent communication skills (verbal, written and presentation). Experience managing projects and teams. Experience working in an educational or governmental business environment is highly desirable. Any equivalent combination of experience and education from which comparable knowledge, skills and abilities have been achieved may be acceptable. The chosen person must be results oriented with a demonstrated ability to produce specific, measurable results.

OTHER REQUIREMENTS:

- Must be able to pass a fingerprint and background clearance check
- Must be able to obtain and maintain an Arizona driver's license
- Excellent personal relations and communication skills
- May be required to work outside normal working hours