

## ORANGE UNIFIED SCHOOL DISTRICT

### **ADMINISTRATIVE DIRECTOR, BUSINESS SERVICES**

#### **DEFINITION**

Under general direction, to plan, organize, manage and participate in the accounting, purchasing, risk management, and fiscal record management and reporting activities and functions; to direct, supervise, review and evaluate the performance of business service personnel; to plan, direct, and manage performance of highly technical and specialized accounting and financial record management and reporting functions; and to do other related work as required.

#### **ESSENTIAL DUTIES**

- Plan, schedule, audit, direct, and coordinate the preparation and maintenance of a variety of accounting and financial record management reporting, including general and special ledgers for all District funds, student body funds, and special accounts.
- Plan, organize, and direct the functions and activities of the purchasing operation, including the bid development and opening process, and the awarding of vendor and service contracts.
- Plan, organize, and direct the budget planning and preparation processes, including the formulation of budgetary formulas and the preparation of budget control guidelines and procedures.
- Oversee the risk management service, including responsibility for the management of the district's property and liability insurances and the efficient and sage operation of the liability claims process; monitor budgetary procedures and financial status of risk management programs and self-insurance funds and compliance with applicable state and federal laws; recommend procedural changes and insurance policy adjustments; direct the district's risk management program.
- Plan, organize, and direct vendor payments procedures to ensure that vendors receive payment for products and services on a timely basis.
- Train, direct and evaluate the performance of business service personnel, and assist them in determining alternative solutions concerning unusual and unforeseen problems and situations.
- Plan, organize, and develop improved accounting and financial record management and reporting systems and procedures.
- Plan, organize, direct, and coordinate the preparation of guidelines and procedures for posting or input into computer-assisted accounting and budget control programs.
- Monitor and audit the accounting and financial record management and reporting functions to ensure that established operational procedures and guidelines are followed.
- Prepare budget revisions in offsetting deficit accounts.

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- Perform highly technical and specialized accounting and financial record management and reporting functions.
- Counsel, advise and assist school and District personnel regarding matters relating to accounting and financial record management and reporting systems, the process concerning the purchase of goods, materials, and supplies.
- Plan, organize, direct, and coordinate the preparation of a variety of management related reports, including budget control, financial statements, revenue, investment, accounts payable and accounts receivable reports, payroll, purchasing and a variety of other computer-assisted reports and records.
- Plan, organize, and direct the procedures and guidelines for pursuing claims for reimbursement for special education, special projects and pupil transportation.
- Perform highly technical financial and statistical research studies pertaining to the District fiscal position, and other matters pertaining to budget planning and control.
- Plan, organize, and coordinate internal audits, and work closely with the District audit firm.
- Plan, organize, and direct the process concerning the forecasting and estimating of the District income and expenditures.

## **QUALIFICATIONS**

### Knowledge of:

Principles, methods, practices and procedures of school district accounting, budget planning, fiscal record management, purchasing, risk management, and data processing systems;

Legal mandates, policies and regulations pertaining to accounting and fiscal record management and reporting;

Computer-assisted accounting and fiscal record management systems and equipment;

Principles, practices and techniques of organization, supervision, employee motivation and training;

Safe working methods and procedures.

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### **Ability to:**

Plan, organize, direct, and supervise diverse and complex business service functions;

Communicate effectively both orally and in writing, including preparation and presentation of detailed, complex analyses, recommendations and conclusions;

Use sound judgment in interpreting and applying policies and procedures;

Collect and analyze data;

Manage, supervise, motivate and train personnel;

Establish and maintain effective working relationships.

### **PHYSICAL DEMANDS**

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

Persons performing service in this position classification will exert 10 to 20 pounds of force frequently to lift, carry, push, pull, or otherwise move objects.

This type of work will involve sitting, but will involve walking or standing for brief periods.

Perceiving the nature of sound, near and far vision, depth perception, providing oral information, the manual dexterity to operate computer equipment, and handling and working with various accounting and fiscal materials are important aspects of this job.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

**EXPERIENCE AND EDUCATION**

Any combination of experience and training that would likely provide the required knowledge and skills is qualifying. A typical way to obtain the required knowledge and skills would be:

Experience:

Progressively responsible administrative or supervisory experience, including school district fiscal and operational experience.

Education:

Bachelor's degree from an accredited institution in Business, Education, Finance, Management, or related field required; Master's degree, MBA, or CPA preferred.

**License Requirements**

Possession of a valid California Motor Vehicle Operator's License.

**Condition of Employment**

Insurability by the District's liability insurance carrier.