

JOB TITLE: Executive Director of Business Services

DUTY DAYS: 240

PAY GRADE: A06

SALARY SCHEDULE: [Click for Salary Schedule](#)

Primary Purpose:

Coordinate development and maintenance of annual budget. Manage the state funding template and summary of finance. Manage district investments to ensure safety, liquidity, and competitive yields.

Qualifications:

Education/Certification:

- Bachelor's Degree in Accounting or Finance
- CPA preferred but not required

Special Knowledge/Skills:

- Knowledge of Governmental Accounting and TEA's Financial Accountability System Resource Guide (FASRG)
- Ability to use calculator (10-key by touch)
- Ability to use personal computer and software to create spreadsheets, databases, and perform word processing
- Strong communication, organizational, and interpersonal skills

Experience:

- Five years in public school finance or comparable experience
- Such alternatives to the above as the Board may find appropriate

Major Responsibilities and Duties:

1. Utilize the Financial Accountability System Resource Guide as the basis for the budget process.
2. Direct and/or assist school district personnel in the planning and preparation of the district budget.
3. Serve as a resource to the District-Level and Campus-Level Decision-Making Committees.
4. Reconcile available resources and expected revenues with the fiscal needs of the school district.
5. Prepare the budget document in accordance with prescribed timelines

6. Adhere to all legal and contractual requirements for the development of the budget.
7. Recommend a budget and periodic budget amendments to the chief financial officer for the superintendent and school board that continue to maintain a positive fund balance.
8. Ensure that budget amendments are approved by the school board prior to the expenditure of funds, and that the official minutes of the school board meeting record this action, when appropriate.
9. Operate a fiscal control system, which monitors school expenditures and verifies that expenditures are made in accordance with budgeted expectations.
10. Prepare multi-year budget projections when appropriate for financial planning.
11. Compare financial data from comparable school districts.
12. Continuously monitor the resource allocation and utilization for all district programs.
13. Periodically communicate and inform the school board, the staff, the community and others about budgets and their changing status.
14. Apply current state funding formulas.
15. Utilize Texas Education Agency (TEA) "Summary of Finance" templates.
16. Analyze and understand the implications of "Summary of Finance" documents.
17. Develop and monitor monthly cash flow projections for the current fiscal year and, when appropriate, multiple years.
18. Develop, implement, and monitor the cash investment program, in compliance with the board approved investment policy and requirements of the Public Funds Investment Act.
19. Establish procedures to safeguard the management of funds invested on behalf of the district.
20. Provide at least quarterly and annual updates on the investment program to the chief financial officer for the superintendent and school board.
21. Adhere to all legal requirements regulating bank depository bids and contracts.
22. Monitor the bank courier service.
23. Process district's debt service requirements.
24. Manage central switchboard, mailroom operations, and cash management staff.
25. Ensure timely reconciliations of all cash accounts at the depository bank of the district.
26. Perform other duties as assigned by the Chief Financial Officer.

Working Conditions:

Mental Demands:

Ability to communicate effectively (verbal and written); receive directives as assigned; work with numbers in an accurate and rapid manner; meet established deadlines; maintain accurate and auditable records; maintains emotional control under stress.

Physical Demands/Environmental Factors:

Repetitive hand motions; prolonged use of computer and calculator; occasional prolonged and irregular hours; steady phone interactions; moderate standing, walking and bending; occasional lifting up to 35 lbs.

I have read and understand the responsibilities and duties required for this position as outlined above.

Printed Name

Signature

Date