

Bottineau Public School District

Director of Business Affairs Job Description

Qualifications:

1. Master's degree or equivalent in business or educational administration.
2. At least five years of successful experience in business management in education and/or private industry.
3. C.P.A. (preferred but not required).
4. Personal computer and spreadsheet skills.
5. Ability to read, analyze and interpret financial reports and legal documents.
6. Ability to respond to inquiries or complaints from customers, regulatory agencies, or members of the business community.
7. Ability to effectively present information to administrators, public groups/community, and board of education.
8. Ability to work with mathematical concepts and apply concepts to practical solutions.
9. Ability to define problems, collect data, establish facts, and draw valid conclusions.
10. Ability to establish and maintain effective working relationships with students, staff and the school community.
11. Ability to speak clearly and concisely both in oral and written communication.
12. Ability to perform duties with the awareness of all district requirements and Board of Education policies.

Reports to:

The Superintendent of Bottineau Public Schools.

Supervisory Responsibilities:

NA

Performance Responsibilities:

1. General Duties
 - a) Directs all District business functions in accordance with existing policies of the Board of Education and NDCC.
 - b) Reports to the Bottineau Superintendent of Schools and serves on his/her cabinet.
 - c) Develops and implements an effective system of performance evaluation for all Business Services Division staff.
 - d) Serves as the official management representative for the District in the employee bargaining processes.
 - e) Performs special assignments and other duties as assigned by the Superintendent.
 - f) Complies with administrative policy, School Board Policy, DPI regulations, and laws of the State of North Dakota as they relate to the duties of the business manager.
 - g) The business manager will act as Superintendent in the absence of the Superintendent.

2. Inventory Management
 - a) Assures that effective procedures are used for requesting, purchasing, storage, inventory, and distribution of District assets, supplies and equipment.
 - b) Assures all bidding procedures for District facilities, equipment and supplies are conducted in accordance with state laws and District policies providing fair and impartial consideration to all parties.
3. Accounting
 - a) Administers the financial affairs of the district, including collection, safekeeping, and distribution of all funds, the accounting and reporting procedures, and long range financial planning.
 - b) Records and reports the financial information of the District so as to provide full and complete disclosure in accordance with the recommended accounting practices and legal requirements designed to facilitate sound, fiscal management and a public perception of transparency.
 - c) Arranges and assures effective and appropriate internal and external fiscal control and auditing procedures for the District.
 - d) Prepares and presents the proposed Annual Budget for consideration of the Superintendent and administers such final budget in accordance with approved authorizations.
 - e) Acts as the authorized representative of the District and Superintendent for all approved financial contracts.
 - f) Represents the Superintendent in securing and managing all insurance contracts and claims.
 - g) Assures that the District receives optimal fiscal entitlement from District county, state and federal resources.
 - h) Assures that all required financial reports to external agencies of the county, state and nation are submitted in a timely manner.
 - i) Manages the advertisement of, sale, investment, expenditure and repayment of all approved certificates of indebtedness, general obligations and revenue bonds.
 - j) Serves as fiscal consultant to grant proposals originating in the district and with agencies with whom we are collaborating.
 - k) Administers state of ND and District policies and procedures governing nonresident students attending FPS and FPS-residing students attending school elsewhere.
 - l) In collaboration with the HR director, assures that the payroll system is operated in an efficient and timely manner and that all payroll information is appropriately reported and recorded.
 - m) Other duties as assigned.

Evaluation:

Job performance is evaluated in accordance to district guidelines by the Superintendent of Bottineau Public Schools.