

PLEASE REPOST
December 19, 2016

HAMILTON SCHOOL BOARD

Notice of Administrative Position Opening

December 19, 2016

Date

POSITION Director of Business Services (Fiscal Services)

SALARY RANGE \$58,032.00 – 81,129.86

DUTIES Responsible for all aspects for the district's business and financial management activities and supervision of staff, responsible for development and monitoring of the district budget, accounting, payroll, financial reports, risk management, purchasing, investments, food service, management information services, district policy development, and coordination with others in converting the district's comprehensive plan to an annual and long-range budget plan (See attached job description)

EXPERIENCE PREFERRED Minimum of five years of experience in business management accounting, or education to include three years in supervisory or administrative capacity; governmental accounting experience is preferred. In lieu of the above requirements, a combination of training and experience may be considered; other qualifications as deemed necessary by the School Board

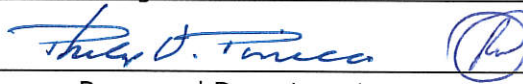
EDUCATION PREFERRED A Master's Degree in educational administration or related field with specialization in business or financial management or Certified Public Accountant acceptable.

EFFECTIVE DATE OF VACANCY February 1, 2017

DIRECTION FOR FILING APPLICATION File application on FastTrack on-line application system at www.hamiltonfl.com.

DEADLINE FOR FILING APPLICATION Until Filled

INTERVIEW INFORMATION Qualified applicants will be contacted regarding interview information. Meeting qualifications does not guarantee an interview.



Personnel Department

The Hamilton County School Board is an Equal Opportunity Employer

In compliance with Article VII of the Agreement Between the Hamilton County Education Association and the Hamilton County School Board.

Prior to recommendation for employment, the prospective employee must meet and pass Level II Screening and Drug Testing requirements. The screening costs are the responsibility of the prospective employee.

Persons with disabilities who require assistance to participate in the interview process are requested to notify the personnel Office at (386) 792-7816 in advance so their needs can be accommodated.

SCHOOL DISTRICT OF HAMILTON COUNTY

JOB DESCRIPTION

DIRECTOR OF BUSINESS SERVICES

QUALIFICATIONS:

1. Master's Degree in Educational Administration or related field with specialization in business or financial management.
2. Minimum of six (6) years experience in Business Management, Accounting, or Education to include three (3) years in a supervisory or administrative capacity.
3. In lieu of above requirements a combination of training and experience substantially equivalent to these requirements.
4. Other qualifications as deemed necessary by the School Board.

KNOWLEDGE, SKILLS AND ABILITIES:

- ◆ Knowledge of governmental accounting standards, Florida School law, and State Board of Education regulations.
- ◆ Management skills in supervising areas of budgeting, accounting, auditing, purchasing, investments, risk management, plant maintenance, transportation and food service.
- ◆ Ability to plan and analyze.
- ◆ Ability to use personal computer / mainframe software and hardware.
- ◆ Knowledge of banking as it relates to investments.
- ◆ Ability to use effective communications skills.
- ◆ Ability to effectively use problem-solving skills, group dynamics, and communication skills for both oral and written presentations.

REPORTS TO:

Superintendent

JOB GOAL

To assist the Superintendent by serving as staff officer, recommending changes in policy and practice, serving as a member on the collective bargaining and labor relations teams, and supervising the operation of business services to ensure responsiveness to fulfilling system goals, to operate a comprehensive program of school plant maintenance and operations and to enable each student through safe and efficient transportation to take full advantage of all the educational activities offered by the district.

DIRECTOR OF BUSINESS SERVICES (Continued)

SUPERVISES:

Coordinator of Food Services
Coordinator of General Services
Coordinator of Technology and Information Services
Assigned Support Personnel

PERFORMANCE RESPONSIBILITIES:

1. Supervise and direct the functions of financial services, including budgeting, FTE projections, financial accounting, program cost reporting, accounts payable, cash and debt management, employee benefits, internal accounts and auditing, payroll, purchasing, and warehousing and distribution.
2. Supervise and direct the functions of general services, including, risk management, custodial services, emergency management, facilities services, security and safety, planning and zoning, transportation services, construction, and maintenance.
3. Supervise and direct school food services.
4. Prepare financial reports as required by state and federal agencies having jurisdiction over public school funds.
5. Prepare and submit monthly financial statements to the Superintendent and the School Board.
6. Assist in administering agreements resulting from collective bargaining as applicable.
7. Facilitate and oversee the ongoing audit process by other agencies, respond to auditors' concerns and questions during audits and coordinate the district's formal response to audits.
8. Arrange for and oversee the required audit of internal accounts.
9. Conduct follow-up activities to remedy audit report findings of an adverse nature.
10. Serve as the district's purchasing administrator as assigned, including RFPs, bids and contracts as necessary, with responsibility for managing and coordinating purchasing through the District assuring maximum value educationally and financially in securing supplies, materials, equipment, and services.
11. Coordinate and manage the acquisition and disposition of property in coordination with persons assigned responsibility for property control.
12. Maintain project ledgers on construction projects/routinely reconcile to accounting records the project expenditures and architect and contractor billing.
13. Plan for and control the cash flow in order to ensure that adequate funds are available for daily operations and to receive maximum returns on investments.
14. Provide overall supervision of the district's investment program.
15. Oversee the district's risk management program and expenditures as assigned.
16. Prepare Superintendent's Annual Financial Report.
17. Coordinate application for use of impact funds when applicable.
18. Develop, recommend, and administer the Business Services budget.
19. Maintain effective community relations and interpret financial matters to the community.
20. Enhance financial services by serving on local committees, visiting schools, and making presentations.
21. Keep Superintendent informed about potential problems or unusual events.
22. Provide technical assistance to employees as needed.
23. Provide for cross training personnel within the department.
24. Set high standards for self and others.
25. Maintain network of peer contacts through professional organization.
26. Promote and support the professional growth of self and others.
27. Provide information to the Superintendent on financial status of school system.
28. Assist in preparing information for the collective bargaining negotiator as applicable.
29. Participate in the process of developing district compensation plans.
30. Post and balance bond register as payments are made and coupons received as applicable.
31. Assist with a development of district FTE projections and monitor school district FTE for survey.

DIRECTOR OF BUSINESS SERVICES (Continued)

32. Assist in the development of administrative guidelines and policies.
33. Assist in preparation of the School Board agenda, preparing business services action items of the routine in priority nature.
34. Supervise assigned personnel, conduct performance appraisals, and make recommendations for appropriate implement action.
35. Prepare or supervise the preparation of all required reports and maintenance of all appropriate records.
36. Keep abreast of legal requirements and proposed changes in areas of responsibility in provide advice to the Superintendent regarding impact on the District.
37. Maintain liaison with federal, state and local agencies regarding operations of the Business Services.
38. Act as legislative liaison to represent the district's financial interests as assigned.
39. Perform other incidental tasks consistent with the goals and objectives of this position.
40. Direct and coordinate the planning, implementation, and evaluation of Business Services necessary for the efficient operation of the school system.
41. Function as the budget control officer with responsibility for yearly development of the school District budget, including all TRIM requirements and administration for all funds.
42. Understand, analyze, and evaluate the system of internal control comprised of the accounting system structure, methods of documentation, operating procedures, and personnel assignments.
43. Provide vision and leadership for implementation of technology in business and financial services.
44. Assist in District wide comprehensive planning to relate the use of financial and human resources industry goals and objectives.
45. Serve on the Superintendent's Executive Leadership Team.

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan.
Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.