



Longview Independent School District

JOB DESCRIPTION

DIRECTOR OF BUSINESS OPERATIONS

JOB TITLE:	Director of Business Operations	WAGE/HOUR STATUS:	Exempt
REPORTS TO:	Chief Financial Officer	TERMS:	226 Days
DEPARTMENT:	Business and Finance	PAY GRADE:	Administrative 5

PRIMARY PURPOSE:

Direct and manage the business operations of the district including accounting, payroll, purchasing, and tax collection

QUALIFICATIONS:

Minimum Education/Certification:

Bachelor's degree in a business related field or educational administration from an accredited college or university

Special Knowledge and Skills:

- Knowledge of budgeting, accounting systems, and payroll processing
- Working knowledge of financial applications and accounting
- Ability to use software to develop spreadsheets and perform data analysis
- Ability to implement policy and procedures
- Ability to interpret data
- Ability to manage budget and personnel
- Strong organizational, communication, public relations, and interpersonal skills

Minimum Experience:

Five years' experience in school business management or public organization preferred

MAJOR RESPONSIBILITIES AND DUTIES:

Fiscal Management

1. Assist in the preparation of the budget and development of long- and short-range objectives for the business operations of the district



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MAJOR RESPONSIBILITIES AND DUTIES: (continued)

Fiscal Management (continued)

2. Ensure that accounting systems comply with applicable laws and regulations including Texas Education Agency Financial Accounting Manual
3. Administer the district's budget and ensure that operations are cost-effective and funds are managed wisely; prepare all budget adjustments, additions, and deletions
4. Assist the district's independent and internal auditors in conducting periodic audits
5. Evaluate accounting procedures, systems, and controls in all district departments and recommend improvements in their design, implementation, and maintenance
6. Determine cash available for investment and payment of bills based on daily analysis of cash flow
7. Oversee monthly bank reconciliations for all accounts; review reconciliations of vendor and payroll clearing accounts
8. Work with district personnel to project student enrollments, staffing needs, building and facilities needs, energy needs, capital equipment needs, and other cost items for district and individual school improvement
9. Plan and conduct needs assessments for improvement of district business operations; ensure that business operations support the district's goals and objectives and provide leadership to achieve cost-effective practices throughout the district
10. Assist with administration of the Business Office budget and ensure that programs are cost effective and funds are managed prudently

Policy, Reports, and Law

11. Implement policies established by federal and state law, State Board of Education rule, and local board policy in area of business operations
12. Compile, maintain, and file all physical and computerized reports, records, and other documents required
13. Follow district safety protocols and emergency procedures



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MAJOR RESPONSIBILITIES AND DUTIES: (continued)

Purchasing and Inventory

14. Maintain accurate and current inventory records of the district's fixed and movable assets and oversee maintenance of a timely replacement cost-asset listing for insurance purposes; organize and conduct sales to dispose of surplus and salvage equipment
15. Oversee the preparation of bids and bid specifications; receive and analyze bid proposals and prepare written recommendations

Personnel Management

16. Prepare, review, and revise business department job descriptions
17. Develop training options and/or improvement plans to ensure exemplary business operations
18. Select, train, evaluate, and supervise staff and make recommendations relative to assignment, retention, discipline, and dismissal

Other

19. Comply with district policies, as well as state and federal laws and regulations
20. Adhere to the district's safety policies and procedures
21. Maintain confidentiality in the conduct of district business
22. Must be able to perform the essential functions of walking and interacting with students and/or district employees in the specific work site assigned (classroom or office setting)
23. Demonstrate regular and prompt attendance
24. Other duties as assigned

SUPERVISORY RESPONSIBILITIES:

Supervise, evaluate, and make recommendations to the CFO concerning the performance of the accounting, purchasing, and payroll staff and work with the local tax collector



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EQUIPMENT USED:

Copier, personal computer and appropriate software, typewriter, printer, calculator, fax machine and audio-visual equipment

WORKING CONDITIONS:

Mental Demands:

Reading, ability to communicate effectively (verbal and written); maintain emotional control under stress; coordinate district-wide curriculum functions; interpret policy, procedures, and data

Physical Demands/Environmental Factors:

Frequent standing, walking, stooping, bending, kneeling, pulling, pushing, lifting, carrying; moving small stacks of textbooks, media equipment, desks, and other classroom equipment; repetitive hand motions; prolonged use of computer terminal possible; occasional district-wide travel; occasional state-wide travel; frequent prolonged and irregular hours; possible biological exposure to bacteria and communicable diseases; specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus.

EVALUATION:

Performance of this job will be evaluated annually in accordance with provisions of the board's policy of evaluation of administrative personnel.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties and skills that may be required. This job description is not an employment agreement or contract. The administration has the exclusive right to alter this job description at any time without notice.

Printed Name: _____

Signature: _____ Date: _____

ESTABLISHED/REVISED: APRIL, 2020