



WAUNAKEE

COMMUNITY SCHOOL DISTRICT

Job Description

Position Title: Director of Business Services

Employee Group: Administration

Contract Length: 261 days

FLSA: Exempt

Supervisory Responsibilities: Accounts Payable Specialist

Administrative Assistant to the Dir of Bus. Services

District Receptionist

Copy Center Clerk

Crossing Guards

Reports to: Executive Director of Operations

Qualifications:

1. Master's Degree in accounting or business-related topic
2. Valid Wisconsin DPI School Business Administrator license
3. Minimum of 5 years in the educational setting
4. Demonstrates strong skills in financial management

Preferred Qualifications

MBA

Position Summary:

The Director of Business Services has the responsibility to provide sound fiscal management in the operation of all financial matters, including developing and managing the school budget, the investing and borrowing of money, and managing receipts and payments. Serves as the chief financial officer for the school district, ensuring the fiduciary management of the district is transparent and robust.

Essential Functions: *Other duties may be assigned. This list is illustrative only and is not a comprehensive listing of all functions and tasks performed by incumbents.*

- A. Leadership
The Director of Business Services will:

- Support the vision for the district that is articulated by the District Administrator.
- Recommend policies to be adopted concerning the fiscal management of the district.
- Provide leadership in the area of financial planning, budget forecasting and interpretation of financial data.
- Ensure the involvement of staff in shared decision-making under administrative leadership.
- Gather and analyze data to inform decision making and for making recommendations to the board.
- Model principles of self-awareness, reflective practice, transparency, ethical and professional behavior.
- Gather input and data from staff on their own performance.

B. Human Relations

The Director of Business Services will:

- Collaborate to promote clear expectations, well-defined channels of communication and relationships between administrators, Board members, community members and staff.
- Respond to inquiries from a variety of stakeholders for identifying relevant issues and recommending or implementing action plans.
- Involve stakeholders in gathering and disseminating information related to school and district programs and policies.
- Develop and employ constructive problem-solving strategies with staff, supervisors and colleagues in the district.
- Contribute to the administrative team in a collaborative, cooperative and constructive manner to support the overall vision and goals of the district.
- Promote positive relationships with students, parents/guardians, staff and the community.

C. Personnel

The Director of Business Services will:

- Supervise and evaluate assigned staff by implementing established district policies, procedures and protocols.
- Participate in the interviewing and recommendation process as requested by the Executive Director of Operations or District Administrator.
- Assist in the preparation for district staff negotiations and agreements and participate as requested by the Executive Director of Operations or District Administrator.

D. Financial Operations

The Director of Business Services will:

- Partner with the Executive Director of Operations in preparing the annual school budget and presenting it for approval to the Waunakee board and public in accordance with state statutes and local needs..
- Recommend a tax levy to the Board to support the District budget. Make sure the levy is adequate to keep the District on a sound financial status.
- Work closely with the directors and principals to obtain, allocate, align and efficiently use fiscal resources.
- Promote sound fiscal decisions, in line with the district's strategic goals, and establish clear and transparent systems of fiscal control and accountability.
- Use the bidding process to select Food Services and Transportation providers or contractors.
- Participate in planning related to staff wages and benefit programs, including wellness initiatives.
- Facilitate communication on financial topics through the Budget Committee.
- Manage the collection, safekeeping, distribution and investment of all district funds in accordance with district policy and state statute.
- File all necessary reports, claims, and forms to secure all money due to the school district.
- Fill out and file annual and fall reports to the Department of Public Instruction (DPI)
- Secure and service all long-term and short-term debt obligations for the district, including assistance in the bond rating process.
- Invest money on a regular basis, whether through money markets, certificate of deposits, NOW accounts, etc.
- Coordinate any RFP or financially related bid processes according to Board policy.
- Monitor the District's property and liability insurance.
- Monitor the Student Financial Assistance Fund
- Operate the District's accounting system (budget and payroll) to meet DPI standards and the WUFAR and GAAP standards.
- Oversee the processing of invoices, purchase orders, encumbrances, payroll and all other budget information.
- Approve expenditures of \$5000 within regular purchase orders and \$3000 within federal grants.
- Ensure district compliance with internal controls reviewed and established by the Business office in compliance with district policy and state statute.
- Facilitate the external audit process ensuring adherence to all legal and contractual requirements for submission to the school board, public, and appropriate state and federal agencies.
- Monitor all monies coming into the District and ensure good audit trails and accountability.
- Ensure that all fixed assets are in an inventory and that a copy of important records, including fixed asset inventory, budget, payroll, student records, etc. are maintained

E. Facilities

The Director of Business Services will:

- Partner with the Executive Director of Operations to present referendum financial plans and funds management.
- Collaborate with internal and external stakeholders on fundraising efforts designed to improve District facilities.

F. Transportation and Food Service

The Director of Business Services will:

- Partner with the Executive Director of Operations to use the bidding process to select providers or contractors.
- Collaborate with the food service provider to make it self-supporting.
- Coordinate the purchase of related equipment as needed.
- Monitor the collection of money and the collection procedures used in the food service program. Ensure good audit trails and accountability.
- Process all necessary publications and forms regarding eligibility for free and reduced meals.
- Process requests for non-resident transportation, parent contracts, and any other transportation requests.

G. Professional and External Relations

The Director of Business Services will:

- Present effectively to and/or represent the district in a variety of settings for maintaining ongoing community support for education goals and the district.
- Serve as advocate for the district in the referendum /construction/ project management process
- Participate in professional learning activities on a local, state and national level.
- Develop relationships with community agencies and activities to support the district's program.
- Understand and interpret the role of federal, state and regional governments, policies and politics and their relationships to local districts and schools.

H. Other Functions

The Director of Business Services will:

- Attend all board meetings and committee meetings related to business services and as designated by the Executive Director of Operations or District Administrator.
- Follow district policies and promote a positive image of the District at all times.

- Properly handle confidential matters relating to the functioning of the district.
- Use legal counsel in governance and procedures to avoid civil and criminal liabilities.
- Perform any other duties as assigned by the Executive Director of Operations or District Administrator.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge, Skills, Abilities

Excellent written and verbal communication in English; write reports and business correspondence.

Read and interpret documents such as spreadsheets, district/state reporting forms, procedure manuals, and governmental regulations.

Ability to effectively and persuasively present information and respond to questions from diverse groups of Board members, administrators, staff, and community members.

Knowledge of best practices in fiscal management.

Ability to independently and cooperatively define problems, collect data, establish facts, and draw valid conclusions and deal with problems involving several abstract and concrete variables.

Ability to maintain good and effective relationships with others. Good human relations skills.

Ability to prioritize complex tasks and establish project timelines.

Ability to use job-related equipment using pertinent software applications.

Adapt to changing work priorities with interruptions.

Physical Demands

The usual and customary duties require the following physical demands: Work involves walking, sitting, standing, bending, and turning. Ability to sit and stand for prolonged periods of time. Phone and computer use. Manual dexterity using fine and gross motor skills is necessary. Good vision and hearing with corrective devices, as needed. Specific vision abilities required by this job include close vision.

Work Environment

This job is performed indoors in an office setting and in public spaces. The noise level in the work environment is low to moderate. Frequently attends events / activities and meetings. Travels often within the district, community, region, and state. Position usually demands meeting deadlines with time constraints and multiple, constant interruptions.

Adopted: 1/13/86

Revised: 4/22/91
March 1994
9/11/95
October 2006
December 2024