

**Enterprise Elementary School District
Job Description**

Job Title: Assistant Director of Business Services

Department: Business Services

Reports To: Director of Business Services

Range: Range H – Classified Manager

Prepared By: Administrative Assistant, Human Resources

Prepared Date: May 19, 2005

Approved By: Board of Education

Effective Date: July 1, 2005

Approved Date: June 1, 2005

SUMMARY

Under the supervision of the Director of Business Services, assists in the management of business office functions, including accounting, budgeting, payroll and purchasing; performs complex accounting, budgeting, and auditing duties; prepares reports and reimbursement claims; analyzes and interprets financial data; assists in accounting systems design; assists in facility and maintenance projects; assists in training staff and performs related work as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Assists in all phases of budget development and revision, including position budgeting, cash flow projections, multi-year projections, and the Standardized Account Code Structure (SACS) reporting
- Provides budget interpretation, including an ability to provide multi-year forecasting, budgetary modeling with “what-if” calculations, and evaluate trends in a District budget projection.
- Assists in all phases of year end closing, including SACS reporting
- Assists in developing and monitoring accounting procedures and policies
- Assists in monitoring transactions involving revolving cash and student body accounts
- Assists in planning and delivering training for district staff
- Assists in planning, coordinating, and facilitating audit activities with the District’s independent auditors
- Audits transactions and financial data including payroll and accounts payable
- Creates and maintains all account numbers in compliance with the SACS
- May serve as District’s representative on county committees involving accounting systems or procedures
- Prepares a variety of accounting and financial entries, reports, cost analyses, fund and cash flow reports and forecasts
- Specialized duties require access to and possession of information relating to employer-employee relations; therefore, this is a Confidential position and not a part of the Classified Bargaining Unit.

- Uses a variety of computer applications including spreadsheets, presentation software, word processing, data bases, email, various accounting applications, and the Internet
- Assist in all phases of development and implementation of partnerships and or JPA's formed with other districts and county offices.
- Assists in all phases of monitoring and evaluating the district's participation in various health plans, workers' compensation plans, and retirement plans.
- Assist in all phases of construction and facilities planning including various safety duties.
- Assist in, provide data for, and or present items to various committees inside and outside the District

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

SUPERVISORY RESPONSIBILITIES:

- Directly supervises and evaluates, in conjunction with the Director of Business Services, Account Clerk I, Financial Technician, and Payroll Technician.

EDUCATION and/or EXPERIENCE

- Bachelor's degree from four-year college or university in business administration or related field and 2 years directly related experience.

LANGUAGE SKILLS

- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
- Ability to write reports, business correspondence, and procedure manuals.
- Ability to effectively present information and respond to questions from groups of administrators, staff, and the general public.

MATHEMATICAL SKILLS

- Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry.
- Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY

- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS

- Valid California driver's license.

PHYSICAL DEMANDS


The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to use hands to finger, handle, or feel and reach with hands and arms. The employee is occasionally required to stand; walk; climb or balance; and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

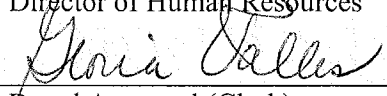
The noise level in the work environment is usually quiet to moderate.



Director of Human Resources

5-24-05

Date



Board Approval (Clerk)

6-1-05

Date