



## Assistant Superintendent of Business & Finance Job Description

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**Job Title:** Assistant Superintendent of Business & Finance      **Wage/Hour Status:** Exempt

**Reports to:** Superintendent

**Dept./School:** Business/Central Administration

**Date Revised:** 11/2016

### **Primary Purpose:**

Direct and manage the operation of all financial and business affairs of the district including accounting, payroll, purchasing, risk management, and tax collection. Serve as the chief financial adviser to the superintendent and board of trustees.

### **Qualifications:**

#### **Education/Certification:**

Master's degree in a business-related field or educational administration, or  
Bachelor's degree in accounting with CPA certificate

#### **Special Knowledge/Skills:**

Advanced technical knowledge of school finance, budgeting, accounting systems, and economics

Working knowledge of financial applications and accounting

Strong communication, public relations, and interpersonal skills

Ability to use personal computer and software to develop spreadsheets, perform data analysis, and do  
word processing

Ability to implement policy and procedures

Ability to interpret data

Ability to manage budget and personnel

Ability to coordinate district functions

#### **Experience:**

Five years experience in school business management or public organization

### **Major Responsibilities and Duties:**

#### **Fiscal Management**

1. Keep the superintendent informed on the business affairs of the district.
2. Evaluate accounting procedures, systems, and controls in all district departments and recommend improvements in their design, implementation, and maintenance.
3. Oversee the maintenance of a continuous auditing program for all funds and assist the district's independent and internal auditors in conducting the annual or periodic audit.
4. Ensure that accounting systems comply with applicable laws and regulations including Texas Education Agency Financial Accountability System Resource Guide.
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- Develop period cash flow analysis to aid in determining cash available for investment and payment of bills.
6. Maintain the district investment portfolio.
  7. Oversee preparation of monthly bank reconciliations for all district bank accounts.
  8. Oversee the approval of all budget adjustments, additions, and deletions.
  9. Review and approve all purchase orders and check requests and maintain control of budget by verifying availability of funds.
  10. Oversee the preparation of the budget and development of long- and short-range objectives for the business operations of the district.
  11. Plan and conduct needs assessments for improvement of district business operations.
  12. Oversee the business office budget and ensure that programs are cost effective and funds are managed prudently.
  13. Provide leadership to achieve cost-effective practices throughout the district.
  14. Ensure that business operations support the district's goals and objectives.
  15. Work with Tax Assessor/Collector to calculate the effective tax rate and roll back tax rate.
  16. Prepare and present budget and tax rate to superintendent and school board for approval.
  17. Oversee 403(b) and 457 programs and district insurance policies.
  18. Work with district personnel concerning budget; and state and federal audit compliance.
  19. Oversee campus and student activity funds.

### **Policy, Reports, and Law**

20. Oversee the implementation of policies established by federal and state law, State Board of Education rule, and local board policy in area of business operations.
21. Compile, maintain, and file all physical and computerized reports, records, and other documents required.
22. Prepare and evaluate monthly financial statements and related budget reports.
23. Prepare and publish comprehensive annual financial report in compliance with GASB and state standards.
24. Develop semi-annual financial information for submission of data to TEA.
25. Prepare quarterly and final reports for all federal or grant funds.



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26. Monitor financial compliance issues with state and federal funds; and campus improvement plans.

### **Purchasing and Inventory**

27. Maintain accurate and current computerized inventory records of the district's fixed and movable assets.
28. Supervise maintenance of a timely replacement cost-asset listing for insurance purposes.
29. Organize and conduct sales to dispose of surplus and salvage equipment.
30. Supervise the preparation of bids and bid specifications for the district.
31. Assist with receiving and opening bids; tabulate results and prepare written recommendations.
32. Oversee implementation of purchasing procedures, bids, and purchase orders and ensure compliance with applicable state laws and regulations.

### **Personnel Management**

33. Review business department job descriptions.
34. Develop training options and/or improvement plans to ensure exemplary business operations.
35. Evaluate job performance of employees to ensure effectiveness.
36. Make sound recommendations relative to personnel placement, assignment, retention, discipline, and dismissal.

### **Community Relations**

37. Demonstrate awareness of district and community needs and initiate activities to meet those needs.
38. Other duties as assigned.

### **Supervisory Responsibilities:**

Supervise and evaluate the performance of director of business operations, and tax assessor/collector.

### **Working Conditions:**

#### **Mental Demands/Physical Demands/Environmental Factors:**

Maintain emotional control under stress. Occasional district and statewide travel; occasional prolonged and irregular hours.

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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved by \_\_\_\_\_

Date \_\_\_\_\_

Reviewed by \_\_\_\_\_

Date \_\_\_\_\_