



## Director of Business Operations Job Description

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**Job Title:** Director of Business Operations

**Reports to:** Chief Financial Officer

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

### **Primary Purpose:**

Supervise the operation of all financial and business affairs of the district including accounting, payroll, purchasing, risk management, and payables.

### **Qualifications:**

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

Bachelor's degree in accounting or finance-related field  
Governmental accounting and/or CPA preferred

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

Advanced technical knowledge of school finance, budgeting, accounting systems, and economics  
Ability to use personal computer and software to develop spreadsheets, perform data analysis, and do word processing

Technical knowledge of accounting systems, and economics

Working knowledge of financial applications and accounting

Strong communication, public relations, and interpersonal skills

Ability to develop complex accounting reports, spreadsheets, and develop data

Ability to implement policy and procedures

Ability to manage budget and personnel

Knowledge of governmental accounting and auditing principles established by the Governmental Accounting System Board (GASB)

Ability to analyze and interpret financial data and accounting problems

Ability to coordinate district functions

#### **Experience:**

Five years experience in accounting or school business management

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

#### **Accounting**

1. Prepare income balance sheets, statements, consolidated statements, and other statements and reports.
2. Maintain a continuous auditing program for all funds, and perform minimal internal audit functions on occasion as needed. Maintain audit files.
3. Check postings, and documents for correct entry, mathematical accuracy, proper codes, and budget availability.
4. Prepare monthly bank reconciliations for all district bank accounts.



## Director of Business Operations Job Description

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5. Review and verify accuracy of journal entries, accounting methods, and procedures.
6. Perform month-end closing procedures.
7. Prepare timely audit schedules and financial statements according to federal, state, and GASB standards.
8. Assist in preparing federal and state grant reports, and evaluating monthly statements and budget reports.
9. Assist in implementing policies established by federal and state law, State Board of Education rule, and local policy in area of business operations.

### **Fiscal Management**

10. Assist in evaluating accounting procedures, systems, and controls in all district departments and recommend improvements in their design, implementation, and maintenance.
11. Maintain a continuous auditing program for all funds and assist the district's independent and internal auditors in conducting the annual or periodic audit.
12. Ensure that accounting systems comply with applicable laws and regulations including Texas Education Agency Financial Accountability System Resource Guide.
13. Assist in the preparation of the budget.
14. Plan and conduct needs assessments for improvement of district business operations.
15. Ensure that business operations support the district's goals and objectives.
16. Administer the business office budget and ensure that programs are cost effective and funds are managed prudently.
17. Approve all budget adjustments, additions, and deletions.
18. Review purchase orders and check requests and verify availability of funds.
19. Provide leadership to achieve cost-effective practices throughout the district.
20. Assist with ensuring that business operations support the district's goals and objectives.
21. Maintain 403(b), 457, cafeteria plan and other employee benefits as related to payroll transactions.
22. Oversee purchasing, accounts payable, and payroll procedures.
23. Responsible for transfer of funds between bank accounts and upload of accounts payable checks, payroll direct deposits, and checks.
24. Work with district personnel concerning budget; and state and federal audit compliance.
25. Oversee campus and student activity funds.



## **Director of Business Operations Job Description**

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

26. Implement policies established by federal and state law, State Board of Education rule, and local board policy in area of business operations.
27. Compile, maintain, and file all physical and computerized reports, records, and other documents required.
28. Assist in annual audit.
29. Prepare E-rate report.
30. Prepare information for transportation report.
31. Prepare and publish comprehensive annual financial report in compliance with GASB and state standards.
32. Monitor financial compliance issues with state and federal funds; and campus improvement plans.

### **Purchasing and Inventory**

33. Maintain accurate and current computerized inventory records of the district's fixed and movable assets.
34. Supervise maintenance of a timely replacement cost-asset listing for insurance purposes.
35. Develop and implement purchasing procedures, bids, and purchase orders and ensure compliance with applicable state laws and regulations.

### **Personnel Management**

36. Prepare, review, and revise business department job descriptions.
37. Develop training options and/or improvement plans to ensure exemplary business operations.
38. Evaluate job performance of employees to ensure effectiveness.
39. Recruit, train, and supervise personnel and make sound recommendations relative to personnel placement, assignment, retention, discipline, and dismissal.
40. Other duties as assigned.

### **Supervisory Responsibilities:**

Supervise and evaluate the performance of staff accountant, accounts payable staff, purchasing staff, and payroll staff.



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### 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 \_\_\_\_\_