**Title:**  Director of Finance and Business Operations

**Reports to:** Superintendent

**Department:**  Administration

**Classification:** Administrator/12-Month

**JOB OVERVIEW:**

The Director of Finance and Business Operations is responsible for all business functions of the school district, including, but not limited to, budgeting, operation and maintenance, risk management, employee benefits and compensation, transportation and food service.  It is expected that this individual serve as treasurer of the School District and be the Superintendent’s chief advisor in all matters dealing with finance and buildings.  The Director of Finance and Business Operations is fully responsible for the development and maintenance of all appropriate procedures and internal controls to insure the security of all district assets.

**PERFORMANCE RESPONSIBILITIES:**

**BUDGETING**

1. **Revenue**

* Provides revenue forecasts and projections for the next five years
* Files the tax levy within appropriate timeline and procedures
* Recommends appropriate fees to support educational programming
* Maintain records for accounting and auditing purposes
* Generates formal monthly revenue reports and additional information as needed to the Superintendent, Board of Education and appropriate administrative staff
* Monitors investments and security of all invested funds
* Prepares the revenue portion of the District budget in compliance with the District budget cycle

1. **Expenditures**

* Develops appropriate line item expenditure accounts, based on documented needs.
* Monitors expenditures in all areas and keeps appropriate parties informed regarding status
* Generates formal monthly expenditure reports and additional information as needed to the Superintendent, Board of Education, and appropriate administrative staff
* Prepares the Expenditure portion of the budget in compliance with the District budget cycle

1. **General Budgeting and Accounting**

* Assures that all generally accepted accounting, procedures to protect District assets are in

place

* Completes and provides all reports required of the Board, State or others accurately and in

compliance with timelines

* Audits, payrolls and accounts payable are monitored and completed in a timely manner
* Files the tax levy within appropriate timeline and procedures

**OPERATIONS AND MAINTENANCE**

The Director of Finance and Operations is responsible for:

* The development of Operation and Maintenance Plan
* Supervision and employment of Operation and maintenance personnel

**RISK MANAGEMENT**

The Director of Finance and Business Operations will insure the acquisition and maintenance of all Board approved employee insurance programs.  Have in place and monitor the following:

* All employee benefits approved by the Board of Education and collective bargaining agreements
* All insurance and supporting procedures to protect the Board of Education and employees from property, casualty, and legal liabilities
* Workers compensation and unemployment programs

**TRANSPORTATION**

The Director of Finance and Business Operations is responsible for the District’s student transportation program. Have in place and monitor the following:

* Appropriate contracts with vendors
* All required reports needed to receive appropriate reimbursements
* Routes that are cost effective and safe for students

**FOOD SERVICE**

The Director of Finance and Business Operation is responsible for the operation and supervision of the food service program.  Have in place and monitor the following:

* Appropriate contracts with vendors
* All required reports needed to receive appropriate reimbursements
* Free and reduced lunch programs are in compliance

**QUALIFICATIONS:**

* Master’s degree in school business management, business management, or accounting
* TRS (Illinois Type 75 Certificate) or IMRF eligible
* Chief School Business Official Endorsement
* A minimum of five years of successful work experience in related field and supervisory capacity
* Successful experience in educational institution work and familiarity with Illinois Public School Accounting
* Familiarity with the Skyward Software System for Business Operations preferred
* Such alternatives to the above qualifications as may be appropriate and acceptable to meet

District needs