

Washington County School District Job Description

Job Title: Business Administrator (103)
Department: Business Dept
Reports To: Superintendent and School Board
FLSA Status: Exempt
Salary Schedule: As set by the School Board
Prepared By: Human Resources Director
Prepared Date: August 8, 2000 (reviewed 2/27/06)
Approved By: Board of Education
Approved Date: March 13, 2001

SUMMARY

The Business Administrator is appointed under and subject to the conditions specified in Utah Code 53A-3-301. The term of office is two years. The Business Administrator directs and coordinates activities concerned with administration of the Washington County School District in accordance with Board of Education standards by performing the following duties personally or through subordinates.

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

Formulates plans and policies for business related programs and submits them to Board of Education for approval.

Attends all meetings of the Board unless instructed otherwise. Maintains accurate journal records of Board proceedings. Retains custody of the seal, records, and papers of the Board.

Serves as a member of the Superintendent's Cabinet.

Serves as the custodian of all District funds. Incumbent is responsible and accountable for all funds received and disbursed. Maintains accurate records of all revenues received and their sources.

Countersigns with the President of the Board all warrants and claims against the District as well as other legal documents approved by the Board.

Prepares and submits written reports of the District's receipts, expenditures, fund balances and annual budget.

Understands and applies uniform budgeting, accounting, and auditing procedures.

Interfaces with local, state, and federal agencies and business enterprises in representing the Board.

The incumbent must be qualified, eligible and meet all conditions for personal bonding pursuant to Utah Code 51-7-15.

Administers and supervises accounting, budget development, benefits, investments, purchasing, payroll, and warehouse operations.

Administers program for selection of school sites, construction of buildings, and provision of equipment and supplies.

Directs preparation and presentation of school budget and determines amount of school bond issues required to finance educational program.

SUPERVISORY RESPONSIBILITIES

Manages 4 to 6 subordinate supervisors / coordinators in the Food Services, Buildings & Grounds, and Maintenance, functions of the District. Is responsible for the overall direction, coordination, and evaluation of these units. Also directly supervises 7 to 10 non-supervisory employees in the Accounting, Budgeting, Purchasing, and Internal Auditing, operations,. Coordinates accounting functions with school financial secretaries and staff. Trains staff as appropriate. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

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.

EDUCATION and/or EXPERIENCE

Master's degree (M. A.) in accounting from four-year college or university, CPA certification preferred with three to five years of experience in governmental accounting and budgetary management.

CERTIFICATES, LICENSES, REGISTRATIONS

Certified Public Accountant Certificate

LANGUAGE SKILLS

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

MATHEMATICAL SKILLS

Ability to apply advanced mathematical concepts that enhance and validate the districts budgetary position. Ability to apply mathematical operations to such tasks as frequency distribution, determination of test reliability and validity, analysis of variance, correlation techniques, sampling theory, and factor analysis. Understands accounting theory and advanced accounting concepts, principals, and procedures promulgated by acknowledged accounting standards organizations. The incumbent must have a fluent knowledge of Excel spreadsheets, 10 key adding machine, and other programs used in the development of budget documents.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

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. The employee frequently is required to stand and walk. The employee must regularly lift and/or move up to 10 pounds and frequently lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision over a prolonged period of time.

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 moderate.