



EAST SAN GABRIEL VALLEY REGIONAL OCCUPATIONAL PROGRAM AND TECHNICAL CENTER

1501 Del Norte Street, West Covina, CA 91790 • (626) 962-5080 • Fax (626) 472-5145

DIRECTOR OF BUSINESS SERVICES

DEFINITION

Under the direction and supervision of the Superintendent, responsible for the overall administration of the ESGVROP's Business Operations and Services. Develop and monitor the operational budget. Manage and supervise all business functions and assigned personnel including: accounts receivable, grant funding accounts, employee payroll, equipment delivery and inventory control, facilities custodial and maintenance services, general operations, information technology, purchasing/warehouse, risk management, security, student attendance and transportation.

EXAMPLES OF DUTIES

1. Develop and monitor the annual operational budget and long-term financial planning based on projections of estimated revenues and operating expenditures for instructional, support, and administrative services provided in alignment with the organization's mission and strategic objectives.
2. Monitor Member Districts' LCFF pass through funding and invoice member districts on a quarterly basis.
3. Establish and maintain accurate financial records and monthly reporting of Districts' pass through and grant funded revenues and expenditures, including Partner District reimbursements for District funded CTE staffing and activities based on Board approved educational services agreements.
4. Make formal budget presentations to the Joint Board of Management of the initial Budget Adoption, First Interim, Second Interim, and Unaudited Actuals by established deadlines.
5. Serve as an advisor to the Superintendent and the Joint Board of Management related to financial information and business operations.
6. Serve as a member of the Superintendent's Cabinet.
7. Complete a Comprehensive Annual Financial Report which contains a compilation of current year financial reports for distribution to Member Districts and publication on the ESGVROP website.
8. Participate in collaborative meetings with partner districts to provide financial information to discuss short- and long-term financial planning for CTE instructional program offerings and Capital Outlay expenditures.
9. Plan, direct, manage and supervise and actively participate in the functions and evaluation of assigned personnel to ensure accurate record keeping of accounts payable, accounts receivable, grant funding accounts, employee payroll, equipment delivery and inventory control, facilities custodial and maintenance services, general operations, information technology, purchasing/warehouse, risk management, security, student attendance, and student transportation.
10. Conduct annual performance evaluations of assigned personnel and make recommendations for professional growth training opportunities.
11. Plan, monitor and conduct year-end budget closing procedures in compliance with state and federal requirements.
12. Direct and manage the bidding and acquisition process for procurement of District materials and services ensuring legal compliance.
13. Represent the District in vendor contractual negotiations and commitments.

14. Arrange and conduct internal audits in compliance with federal and state laws and regulations.
15. Manage the district's risk management program for property, liability, and worker's compensation.
16. Oversee campus security program ensuring the safety of students and employees.
17. Represent the District and serve as liaison to appropriate Federal, State, and local agencies.
18. Serve as a resource and advice and counsel on applicable laws and regulations related to fiscal and business services.
19. Supervise and evaluate the performance of assigned personnel.
20. Direct the modification of programs, functions and procedures to assure compliance with local, State and Federal requirements, as appropriate.
21. Perform other related duties as assigned.

QUALIFICATIONS

1. Possession of a bachelor's degree required. Master's degree and Chief Business Official (CBO) certification from CASBO or an accredited program preferred.
2. At least five (5) years increasingly responsible fiscal and operational management experience including fiscal analysis, budget planning and development, supervision and management of business services within a school district office. Experience in a Joint Powers Agency ROP preferred.
3. Valid California driver's license and proof of automobile insurance.

KNOWLEDGE OF

1. Laws and regulations governing public school finance accounting.
2. Principles, methods, practices, and procedures of school accounting, budget planning and preparation, fiscal record management, purchasing and data processing systems.
3. The Standardized Account Code Structure (SACS) for school accounting.
4. Applicable federal and state laws, principles and practices in the areas of budgeting, school accounting, business services, data processing, purchasing, payroll, warehousing, inventory control, maintenance, operations, retirement reporting, transportation, and information technology.
5. State and Federal grant funding accounting requirements.
6. Budget administration, preparation, and control.
7. Federal and State laws and regulations governing Career Technical Education Programs.
8. ROP rules, regulations, policies, and procedures.
9. Computer software applications and database systems utilized accounting and financial data processing and reporting, to include (but not limited to) PeopleSoft, HRS, Position Control, PC Budgets and RAD.
10. Correct English usage, grammar, punctuation, vocabulary, and spelling.

ABILITY TO

1. Plan, organize, direct, and participate in the calculation, coding, posting, auditing, and adjustment of journal entries; monitor, analyze, balance, and reconcile accounts, funds, and budgets; update accounts to reflect and ensure accurate accounting of income and expenditures; initiate budget and fund transfers and adjustments; audit accounts for errors and make appropriate adjustments.
2. Accurately interpret, apply and explain laws, codes, rules, regulations, policies, and procedures related to school fiscal and business operations.
3. Successfully plan, develop, organize, direct, and supervise the ROP's fiscal and business services following established standards, timelines, requirements, laws, codes, regulations, policies and procedures.
4. Establish processes and protocols for the maintenance of accurate business and financial records and reports.
5. Analyze and identify problems and recommend solutions which result in effective plans of action.
6. Provide leadership in the development of programmatic and grant budgets and monitor related expenditures to maintain a balanced budget.
7. Accurately determine feasibility of CTE instructional programs and supportive services and effectively communicate recommendations for maintaining a balanced budget.
8. Establish and maintain cooperative and effective working relationships with others.
9. Meet established deadlines.
10. Communicate and work effectively with officials and employees of the District, public agencies, and the community.
11. Work independently with little direction.
12. Write and verbally present clear, concise, and comprehensive financial reports.
13. Assimilate and evaluate data in order to prepare clear comprehensive reports and make sound recommendations based upon the reports.
14. Lead, plan, direct, and evaluate the performance of assigned personnel.
15. Operate standard office equipment, including: copy machine, printer, fax machine, and calculator.
16. Independently and proficiently utilize computer office software applications and database programs for the analysis and preparation of financial data and reports.
17. Prioritize, organize, and complete tasks in accordance with established policies and procedures.
18. Use independent judgment in performing difficult and responsible work.
19. Interpret, communicate, and apply laws, regulations, and District policies and procedures.
20. Pay attention to detail and make accurate calculations and assessments when analyzing and correcting complex errors.
21. Organize, plan, and implement a variety of tasks simultaneously, with multiple interruptions and distractions.
22. Prioritize, multi-task, perform well under pressure, meet deadlines, and work a flexible schedule.
23. Function in situations requiring tact and discretion.
24. Display the highest level of integrity.
25. Maintain confidentiality of information.

PHYSICAL ABILITY

While performing the duties of this job, the employee is frequently required to use hands to finger, handle, feel objects, tools or controls, talk, or hear. The employee is frequently required to walk and sit. The employee is frequently required to stand, reach with hands and arms, climb or balance, and stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, and peripheral vision.

WORK ENVIRONMENT

Employees in this classification work primarily indoors in an office environment with periodic visitations to sites outside the boundary of the district and/or region. Reasonable accommodations may be provided to enable individuals with disabilities to perform the essential functions.

SALARY PLACEMENT

Schedule D

This class description is not a complete statement of essential functions, responsibilities, or requirements. Requirements are representative of the minimum level of knowledge, skills, and/or abilities. Management retains the discretion to add or change typical duties of the position at any time.