

SCHOOL DISTRICT OF NEWBERRY COUNTY

JOB DESCRIPTION

TITLE: Assistant Superintendent for Operations

FLSA: Exempt

GENERAL SUMMARY

Under limited direction, manages the financial and business affairs of the School District to include the maintenance of financial books and records including accounting, payroll, accounts payable, and cash management. Establishes and maintains internal accounting controls and ensures financial compliance with State and Federal requirements. Has responsibility for the District's Building and Grounds, Transportation, Technology, and Food Services Programs. Provides interdepartmental support and serves as an information resource on financial matters. Assists the Superintendent in strategic planning, policy development and implementation of objectives. Reports to the Superintendent.

ESSENTIAL FUNCTIONS

Plans, develops, and oversees budget process which includes developing overall budget strategy and long-range planning, obtaining broad range of input, prioritizing needs, allocating resources among priorities, communicating with local stakeholders, staff and Board, and developing mechanisms for monitoring and evaluation of financial performance.

Plans, organizes, directs and controls the daily financial status of the District, and takes action to protect, maintain, and improve procedures and processes where possible. Oversees internal audit procedures and controls.

Is responsible for District accounting functions which involves such duties as preparing all financial records, reports, ledgers and budgets, participating in internal controls, completing special projects, resolving questioned costs, ensuring compliance with Generally Accepted Accounting Principles, providing information to bid process, etc.

Directs the preparation of the monthly budget report; compiles and produces revenue section of general fund budget materials; compiles and produces expenditure reports and materials; produces final budget documents; provides variance analysis for external audits, etc.

Is responsible for cash management which involves such duties as providing information to banking firms during bid processes; making deposits and maintaining daily cash balance; directing custodian of funds; supervising preparation of monthly investment reports; forecasting short-term and long-term cash flow requirements; etc. Monitors District cash flow and maximizes the District's use of resources by implementing cost savings programs, generating investment income and through cost effective borrowing.

Directs the review and updating of District policies and procedures in the business area as needed.

Oversees the District's financing activities that include planning, structuring and obtaining financing for construction and property and equipment acquisitions.

Oversees the District's risk management activities and benefits programs (i.e., health, liability, tax sheltered plans, life, long term disability, workers' compensation and unemployment).

Provides general supervision for the District's Technology program including long range planning activities

in order to maximize time utilization and ensure the efficient and effective organization of District technology services.

Directs and coordinates effectively the buildings and grounds program for the District. Coordinates District contracted services; supervises building construction and renovation.

Coordinates all construction contracts with outside contractors, and directs all renovations, modifications, etc. by the Maintenance staff and ensures compliance with strategies.

Identifies and develops capital improvement projects as appropriate and coordinates the activities necessary for implementation, recordkeeping and completion of such projects.

Effectively coordinates the operation of the school food services program and directs the efficient business management of the school lunch program. Directs a program of accounting and direct operations of the financial affairs of the school lunch program to ensure profit and compliance.

Provides general supervision and efficient direction for the operations of the school District's transportation program. Effectively administers policies and regulations governing the transportation program to include Department of Transportation compliance. Establishes and coordinates procedures to assure that all school owned vehicles are regularly inspected, maintained in safe operating condition, and are available for any appropriate District use.

Performs other related duties as required.

JOB SPECIFICATIONS

Education and Experience:

Bachelor's degree in Business Administration or Accounting or a related discipline with a minimum of eight years of experience in Financial Management or School Administration; or any equivalent combination of education and experience that provides the required knowledge, skills, and abilities.

Knowledge:

Extensive knowledge of finance, revenue administration, and other phases of fiscal management and budget control. Knowledge of principles, methods and practices of accounting. Knowledge of the principles underlying the laws, ordinances and regulations governing the financial operations of the District. Knowledge of modern business management practices. Knowledge of generally accepted accounting principles. Knowledge in the processes of payroll, accounts payable, cash management, budget preparation and maintenance. Knowledge of the principles of management and leadership. Knowledge of general computer applications and their utilization as related to specific tasks and responsibilities. Knows how to keep abreast of changes in policy, standards, procedures, and regulations pertinent to personnel and community relations functions.

Skills/Effort:

Advanced management, organizational, human relations, communications and interpersonal skills. Ability to develop and maintain effective working relationships with District staff. Ability to plan, develop, administer, and monitor various personnel activities and programs in compliance with all relative federal and state regulations, and District policies, procedures and standards. Ability to use independent judgment and discretion in directing and managing financial and business activities. Ability to instruct others through explanation, demonstration and supervised practice, and/or make recommendations on the basis of technical disciplines. Ability to prepare and monitor the District budget. Ability to complete, process, and maintain all required records, reports, and confidential information. Ability to develop and maintain effective communications with District employees, immediate supervisor, media representatives, attorneys, and the

general public. Ability to create electronic reports and presentations, use the internet efficiently, communicate electronically via e-mail, and manage electronic data and files in an organized manner.

Working Conditions:

Office environment with little exposure to environmental conditions. Physical demands are restricted to general office activities requiring movement/lifting items weighing up to ten pounds. Routine local travel required; occasional overnight travel required. Requires ability to work under a degree of stress related to duties that require considerable attention and meeting deadlines. Duties of the job require frequent use of a computer monitor and related equipment.

Responsibility:

Responsible for the District/Departmental budgets.
Supervises Departmental staff.

DISCLAIMER STATEMENT

This job description is not intended as a complete listing of job duties. The incumbent is responsible for the performance of other related duties as assigned/required.

SIGNATURES:

_____	Date: _____
_____	Date: _____
_____	Date: _____