

**Lakewood School
Twin Lakes School District #4**

Job Title: Director of Business Services
Department: Business Office
Reports to: Superintendent
Supervises; Business Services Assistant

Position Summary: The primary role of the Director of Business Services is to incorporate sound financial management practices and to provide leadership in administering business services in a fair and efficient manner so that all staff may serve the needs of the students in the school district.

Qualifications:

1. Qualifications as the board of education may find appropriate and acceptable.

Performance Responsibilities;

1. Directs district financial planning.
2. Is responsible for the receipt and expenditure of school district funds.
3. Interprets and reports the financial status of the district to the board and community.
4. Maintains proper accounting and auditing procedures in accordance with recommended guidelines and state statutes.
5. Oversees budget development process.
6. Supervises district purchasing and supply operations
7. Manages district real estate and insurance programs and manages board approved sale of district real estate holdings.
8. Analyzes present financial resources and recommends means for gathering and allocating resources for the future.
9. Supervises the district's investment program for efficient and effective control.
10. Must have, or be willing to pursue, first aid / CPR certification.

Leadership Supervisor:

1. Supervises data processing operations of Business Assistant.
2. Supervises and evaluates business office and Business Services Assistant.
3. Provides staff leadership to ensure an understanding of the policies and procedures associated with the business management of the district.
4. Supervises the purchase, inventory control, and distribution of all equipment and supplies for the district.

Additional Responsibilities:

1. Prepares and monitors business department budget.
2. Develops business department goals, objectives, and priorities.
3. Prepares such reports and studies as may be necessary (see attached DPI Report List)
4. Attends all board of education meetings and prepares such reports and presentation as may be requested.
5. Performs such other duties as may be assigned by the district administrator.

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6. Provides information to the negotiation of labor agreements as requested.
7. Provide quarterly updates to Maintenance and Food Service Dept. with complex budgets

Payroll:

1. Directs all payroll operations.
2. Prepares and submits all required state and federal payroll reports.

Personnel: Responsible for the training, supervision, and evaluation of personnel employees employed in the business office

Terms of Employment: 12 months per year with salary, fringe benefits, and other conditions of employment to be established by the district administrator and approved by the board of education.

Education: Performance of this position will be evaluated annually in accordance with provisions established in board policy and administrative regulations pertaining to the evaluation of administrative personnel.

Contract: Twelve month position

Evaluations: As outlined in the district's administrative evaluation program.