

DURHAM UNIFIED SCHOOL DISTRICT

JOB DESCRIPTION: Assistant Superintendent of Business and Operations

GENERAL ADMINISTRATION

Plan, organize, coordinate and supervise the District's fiscal services; assure the preparation and maintenance of accurate financial records and reports.

Plan, organize, develop, and administer a variety of business-related functions including accounting, budgeting, purchasing, data processing, warehouse, food service, maintenance, custodial, and transportation; assure efficient, responsive, and cost-effective business services for the District.

Participate as a member of the Superintendent's Cabinet; attend meetings, serve on committees, and make oral presentations as requested.

Assist in the development, evaluation, modification, and adoption of District policy and procedures; formulate and modify departmental procedures.

Assure the maintenance of comprehensive records related to assigned functions.

Assist district negotiating team.

Perform related duties as assigned.

PERSONNEL ADMINISTRATION

Train, supervise, and evaluate the performance of assigned personnel; participate in the selection of new employees.

Coordinate and direct hiring, supervision, evaluation and training of all classified positions.

SCHOOL PLANT MANAGEMENT

Prepare financial reports, statements and other documents relative to funding and accounting for building projects, facilities planning, custodial, maintenance and transportation programs.

Supervise warehouse operations including receiving, storing, and disbursement of supplies and equipment.

Assist in long-range planning for future District facilities needs.

PLANNING AND BUDGETING

Develop, monitor, and adjust the District budget; prepare ADA, income, and expenditure projections consistent with data related to available resources, District staffing, program needs and Board policies.

Prepare, audit, and approve prelists, reports, purchase orders and other financial documents as appropriate.

Assure the timely preparation and distribution of financial reports, claims and statements; balance and reconcile accounts.

Develop periodic budget updates and interim reports; initiate budget adjustments for Board consideration consistent with these updates.

Monitor and adjust the District budget; authorize fund transfers as appropriate; assure the solvency of food service operations and building projects.

Prepare, submit, and distribute financial statements and reports to the Board, County Office or State as appropriate.

Research financial and statistical data and perform analytical studies to assist administration in the formulation of new policies and planning of new or revised programs or procedures.

BUSINESS MANAGEMENT

Plan, organize, and coordinate the District's accounting functions including payroll, accounts payable, general ledger, and purchasing activities.

Assure compliance with established laws, policies, sound management practices, and the California School Accounting Manual; establish and develop appropriate internal controls.

Supervise and participate in responsible purchasing operations including the preparation of specifications for supplies and projects, advertisement of bids, opening of bids and preparation of bid results.

Communicate with District administrators and personnel, vendors, state officials, attorneys and insurance carrier representatives to obtain information, coordinate activities, and interpret District fiscal policies and procedures.

Administer purchasing, accounting, payroll, warehouse, food service, attendance accounting, data processing, and duplicating services for the District.

Develop, modify, and implement internal controls in accordance with sound management practices; assist external auditors as requested.

REQUIRED QUALIFICATIONS

Four year degree (or equivalent) in business accounting, finance or related field; Master's Degree in Business Administration, CPA or CMA license preferred.

Four years of progressive experience in public fund accounting procedures. Must possess thorough knowledge of the principles and practices of financial record-keeping, basic principles of accounting (including GASB and GAAP), computerized accounting, and principles of effective supervision.

Proven successful supervisory ability.

SALARY RANGE

Placement on Management Salary Schedule.