

**GREGORY-PORTLAND INDEPENDENT SCHOOL DISTRICT
JOB DESCRIPTION**

Job Title:	Assistant Superintendent of Business/Finance	Wage/Hour Status:	Exempt
Reports to:	Superintendent	Admin/Prof Pay Grade:	110 (226 Days)
Dept./School:	Central Administration	Date Revised:	08/25/2021

Primary Purpose:

Direct and manage the operation of all financial and business affairs of the district including accounting, payroll, purchasing, risk management, and tax collection. Serve as the chief financial adviser to the superintendent and board of trustees.

This position will also promote positive public relations between the school district and community; prepare and provide information to the public about the activities, goals, and policies of the school district; and distribute pertinent information about the district and its activities to employees.

Qualifications:

Education/Certification:

Minimum: Bachelor's degree in finance, accounting or a related field

Preferred: Master's degree in a business-related field or educational administration or public administration

Special Knowledge/Skills:

Strong organizational, communication, and interpersonal skills

Working knowledge of financial applications and accounting

Demonstrated skills in writing, editing, and public speaking

Thorough knowledge of media relations and public relations functions

Ability to implement policy and procedures

Ability to interpret data

Ability to manage budget and personnel

Ability to coordinate district functions and major projects

Ability to use personal computer and software to develop spreadsheets, perform data analysis, word processing, design and produce district publications

Advanced technical knowledge of school finance, budgeting, accounting systems, and economics

Bilingual, preferred

Experience:

Five years' experience in successful school business management or public organization

Major Responsibilities and Duties:

Fiscal Management

1. Keep the superintendent informed on the business affairs of the district.
2. Evaluate accounting procedures, systems, and controls in all district departments and recommend improvements in their design, implementation, and maintenance.
3. Maintain a continuous auditing program for all funds and assist the district's independent and internal auditors in conducting the annual or periodic audit.
4. Ensure that accounting systems comply with applicable laws and regulations including Texas Education Financial Accounting Standards Resource Guide.
5. Develop period cash flow analysis to aid in determining cash available for investment and payment of bills.

6. Maintain the district investment portfolio.
7. Oversee preparation of monthly bank reconciliations for the operating, special revenue, debt service, construction, tax, cafeteria, and athletic accounts; review reconciliations of vendor and payroll clearing accounts.
8. Prepare and enter all budget adjustments, additions, and deletions.
9. Review and approve all purchase orders and check requests and maintain control of budget by verifying availability of funds.
10. Assist in the preparation of the budget and development of long- and short-range objectives for the business operations of the district.
11. Plan and conduct needs assessments for improvement of district business operations.
12. Work with district personnel to project student enrollments, staffing needs, building and facilities needs, energy needs, capital equipment needs, and other cost items for district and individual school improvement.
13. Administer the business office budget and ensure that programs are cost effective and funds are managed prudently.
14. Provide leadership to achieve cost-effective practices throughout the district.
15. Ensure that business operations support the district's goals and objectives.
16. Oversee and manage all 313 Agreement for the District.
17. Provide leadership and advice to the Board of Trustees and Superintendent regarding the District's operation as a high-wealth district.
18. Ensure an effective and efficient Construction Department through the supervision of the Construction Manager.

Policy, Reports, and Law

19. Implement policies established by federal and state law, State Board of Education rule, and local board policy in area of business operations.
20. Compile, maintain, and file all physical and computerized reports, records, and other documents required.
21. Prepare and evaluate monthly financial statements and related budget reports.
22. Prepare and publish comprehensive annual financial report in compliance with Association of School Business Officer (ASBO) standards.
23. Develop semi-annual financial information for submission of data to TEA.
24. Prepare quarterly and final reports for all federal or grant funds.
25. Help the superintendent develop and publicize reports related to the performance of the district and articulate district goals and objectives.

Purchasing and Inventory

26. Maintain accurate and current computerized inventory records of the district's fixed and movable assets.
27. Supervise maintenance of a timely replacement cost-asset listing for insurance purposes.

28. Organize and conduct sales to dispose of surplus and salvage equipment.
29. Supervise the preparation of bids and bid specifications.
30. Receive and open bids; tabulate results and prepare written recommendations.

Personnel Management

31. Prepare, review, and revise business department job descriptions.
32. Develop training options and/or improvement plans to ensure exemplary business operations.
33. Evaluate job performance of employees to ensure effectiveness.
34. Recruit, train, and supervise personnel and make sound recommendations relative to personnel placement, assignment, retention, discipline, and dismissal.

Other

35. Has regular in person attendance and complies with notification procedures for absences
36. Follow District safety protocols and emergency procedures.
37. Other duties as assigned.

Supervisory Responsibilities:

Supervise and evaluate the performance of bond construction/energy manager, accounts payable, accounting, purchasing and payroll staff.

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Maintain emotional control under stress. Occasional district and statewide travel; occasional prolonged and irregular hours.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.