

Gratiot-Isabella RESD Position Description

Position Title:	Assistant Superintendent for Finance
Department:	Finance
Reports To:	Superintendent
Date:	March, 2005

GENERAL JOB FUNCTION:

The Business Manager administers the GIRESD's fiscal concerns via efficient management of the district budget; accurate transaction and accounting of district business affairs; effective efficient district-community communication; and provision of financial and procedural expertise to constituent districts.

MINIMUM QUALIFICATIONS:

1. No physical or mental restrictions that would, with reasonable accommodation, prevent performance of the essential job functions and responsibilities.
2. Appropriate maintenance of administrative continuing education requirements.
3. Possession of a Bachelors Degree or better in accounting, finance, or a related field.
4. A minimum of five years successful experience in the administration of school finance.
5. A working knowledge of computerized accounting systems.

PREFERRED QUALIFICATIONS:

1. Advanced degree, MBA preferred, or equivalent professional designation such as CPA.
2. Successful experience in the supervision and management of school district operations.

ESSENTIAL JOB FUNCTIONS:

1. Develops, establishes, maintains, and constantly refines the day-to-day and long-term objectives and activities of the Business and Data Processing Departments.
2. Prepares GIRESD budgets for review and approval for the Board of Education.
3. Manages the utilization of adopted district budgets.
4. Establishes, maintains, and utilizes an acceptable system of accounting and bookkeeping for the district.
5. Manages data processing system providing finance, payroll, and student services to participating school districts.
6. Prepares and submits various reports related to the financial condition of the district for the State Department of Education, the Board of Education, and the district administration.
7. Provides consultation, financial expertise, and other business related resources to constituent districts.
8. Acquires and maintains a thorough knowledge of all laws, rules, regulations, and policies pertaining to the financial affairs of the District. Interprets this information to the Board of Education, administration, and constituent districts as needed or requested.
9. Stays abreast of current financial planning, investment, property management and other business related technologies to ensure that District operations are up-to-date and as efficient as possible.
10. Facilitates the district's human resources, payroll and benefit functions.
11. Manages all property, vehicle, liability, and other forms of insurance required for District operations.
12. Manages the care, maintenance, and utilization of district buildings and grounds.
13. Pupil Accounting Auditor.
14. Ensures the conduct of all required district financial audits.

15. Administers the cooperative purchasing of supplies for GIRESD districts.
16. Represents the district's financial and operational considerations during contract negotiations with employee bargaining groups.
17. Coordinates bus driver training with local school districts.
18. Administers the SB-CEU program.
19. Executive member of the Beverage Consortium.
20. Maintains property tax system including valuations and tax levy.
21. Performs such other tasks and responsibilities as the Superintendent may assign.

SUPERVISORY RESPONSIBILITIES: Supervises Business Department, Data Processing, and Pupil Accounting staff. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Qualification Requirements: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

LANGUAGE SKILLS: Ability to effectively present information to administrators, public groups/community, and board of education. Ability to read, analyze, and interpret educational journals, financial reports, and legal documents. Ability to respond to inquiries or complaints from constituents.

MATHEMATICAL SKILLS: Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY: Ability to define problems, collect data, establish facts, and draw valid conclusions.

OTHER SKILLS and ABILITIES: Ability to apply knowledge of current education finance environment as it applies to the district and constituent districts. Ability to establish and maintain effective working relationships with colleagues, local district staff, students and community. Ability to speak clearly and concisely both in oral and written communication. Ability to perform duties with awareness of all district requirements and Board of Education policies. Other skills, knowledge, or expectations for this position:

1. **Planning/Organizational Skills -**
This position demands excellent planning and organizational skills. An ability to retain a global view of operations, while still dealing with details of the position, is imperative.
2. **Interpersonal Skills -**
This position requires well-developed and refined interpersonal skills. There is extensive interaction on a regular basis with school administrators, agency executives, vendors, employees, and others.
3. **Supervisory Skills -**
A wide-range of staff are directly supervised by the Business Manager for Administrative Services. This requires exceptional supervisory skills and sensitivity to different types of motivational strategies.
4. **Other Requirements -**
This position requires an ability to organize tasks and time very efficiently; to work well under pressure; and to think creatively.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, walk, stand and talk or hear. Specific vision abilities required by this job include close vision, distance vision. Frequently driving is performed while meeting the demands of this job, as meetings may be scheduled at constituent district locations, other facilities operated by GIRESD, or professional affiliate organization offices in Lansing or around the state. Occasionally, yet essential to this position, the individual must meet deadlines with severe time constraints, interacting with the public and other workers. Occasionally the position requires the employee to work irregular or extended hours, direct responsibility for the safety, well-being or work output of other people and meet multiple demands from several people.

WORK ENVIRONMENT: the work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Most work is accomplished in a general office environment, primarily based at the Gratiot-Isabella Regional Education Service District's Mahoney Center .

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Annual Salary = \$95,995.00

Expense Account = \$0.00

Reimbursed Expenses = \$0.00

Supplemental Compensation = \$124.00