

Escondido Union High School District
Job Description

Job Title: Business Services Supervisor
Employee Unit: Non Represented Classified Supervisor
FLSA Status: Exempt
Salary Level: Range 34
Approved By: Board of Education
Approved Date: 06/19/18

SUMMARY

Under the direction of the Assistant Superintendent of Business Services or designee, the Business Services Supervisor is responsible for planning, supervising and participating in the work of a business services function or section in order to implement the goals and objectives of the district by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Perform payroll operations including payroll audits and reconciliations.
- Plan, organize and supervise assigned personnel performing clerical and technical payroll work.
- Review methods and procedures for tracking sick time, vacation balances, and other payroll related leaves for accuracy and ensure that all laws and regulations are being followed.
- Work closely with Human Resources and Payroll to ensure that employees are paid correctly, charged to the proper accounts, and validation of records is completed between the Human Resource, Payroll, and Accounting departments.
- Assist in the annual budget development process under the guidance of the Director of Finance.
- Analyze fiscal and financial data (e.g. journals, general ledgers of financial transactions, reports, data, etc.) to determine accuracy of fiscal and financial records within established parameters.
- Assist with providing technical assistance for Associated Student Body (ASB) programs.
- Assist in the financial accrual process and reconciliation.
- Assist other personnel in the completion of their work activities and assignments.
- Assist in the selection and training of new employees in the business services area.
- Coordinate the processing of a variety of fiscal information and files to ensure up-to-date reference and audit trail for compliance.
- Direct preparation and distribution of assigned expenditure reports.
- Schedule, prepare and assist in workshops and other trainings.
- Supervise staff, develop work assignments and complete employee evaluations.
- Perform research and special project assignments related to negotiations, contracts or other confidential personnel matters as related to the budget process.
- Assist with independent auditors contracted with the District in the performance of annual and special audits.
- Promote equity and fairness and respect among all staff members.
- Perform other duties as assigned.

QUALIFICATIONS: 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.

EDUCATION and/or EXPERIENCE

Bachelor's Degree in accounting, business management, or closely related field. Advanced certification such as California Association of School Business Official Certification, School Business Management Certification, Fiscal Crisis and Management Assistance Team Certification, and/or ACSA's School Business Academy Certificate highly desirable.

Master's Degree in Business or related field desired.

KNOWLEDGE OF:

Principles of accounting and financial record keeping; district organization, operations and objectives; PERS and STRS employee retirement systems and payroll deduction policies. Knowledge of payroll, accounts payable, accounts receivable, attendance, categorical and ASB accounting, including general financial practices and procedures as it relates to and impacts job responsibilities. Excellent knowledge of account classification and accounting entries (SACS knowledge highly desirable). Ability to interpret applicable sections of tax codes and State Teachers' Retirement System, the Education Code, and district bargaining unit contracts.

LANGUAGE SKILLS

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to communicate tactfully and effectively to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or Board of Education.

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. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

OTHER SKILLS AND ABILITIES

Knowledge of modern office methods and equipment, computer systems and business software. Knowledge of school finance. Ability to work with spreadsheets such as Excel; provide accurate and readable information regarding budgets, as well as financial status; complete reports with accuracy and meet deadlines. Ability to learn and apply provisions of various government codes and manuals, as well as district fiscal policies and procedures. Establish and maintain cooperative relationships with other employees and persons contacted through the course of work; maintain confidentiality.

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 regularly required to sit and use hands to finger, handle, or feel. The employee frequently is required to stand, walk, and talk or hear. The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch, or crawl. The employee must lift 15 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

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. The work environment is generally in an office setting and usually quiet.

COMMENTS

The individual assigned to this position will be part of the district's management team and expected to participate in all staff development, meetings, etc. as required. In addition, the individual must be able to adhere and require staff to adhere to district policies, procedures and perform to high expectations. As a representative of the Escondido Union High School District, all managers are expected to present a professional appearance and relate well to employees and the public.