

DEPARTMENT: SCHOOLS
CLASSIFICATION: COMPETITIVE
APPROVED: SEPTEMBER 19, 2025

SCHOOL BUSINESS EXECUTIVE

DISTINGUISHING FEATURES OF THE CLASS: This is a professional position responsible for the management and coordination of a wide variety of business, personnel, and general operations in a school district. The incumbent coordinates business office activities with those of all school departments to ensure economy and efficiency. When assigned, oversees maintenance, food service, and cleaning operations. The work is performed under the direct supervision of the School Superintendent in accordance with rules, regulations, laws, administrative codes, and District policies with wide leeway permitted for the exercise of independent judgment. The incumbent exercises direct supervision over assigned district staff including first line supervisors. Does related work as required.

TYPICAL WORK ACTIVITIES:

Financial Management

1. Plan strategies for streamlining and improving business operations;
2. Assists the Superintendent with finances, budget planning, and forecasting;
3. Assists the Superintendent in the preparation of the annual school budget and administers all phases of the budget throughout the year;
4. Maintains accurate and detailed accounts of all financial transactions;
5. Coordinates and is responsible for all internal and external audits relating to the District;
6. Maintains, compiles, and submits state and federal reports regarding financial matters, capital projects, etc.;
7. Maintains an inventory of all District property and equipment;
8. Analyzes financial statements, reports, and other performance indicators;
9. Recommends policies, and programs essential for the business of the District;
10. Coordinates and applies for grants to the benefit of the District;
11. Creates bid packages for all District needs;
12. Invests District funds in accordance with Board policy and planning;
13. Authorizes and oversees accounts payable and receivable;
14. Oversees all aspects of the administration of school taxes;
15. Coordinates and manages Board of Education's Budget Advisory Committee meetings.

General Administration

1. Represents the District to negotiate vendor contracts to identify cost-saving opportunities;
2. Establishes and implements departmental and organizational goals, policies, and procedures;
3. Keeps informed of all legal requirements related to school finance;
4. Administers the District's insurance/risk management program;
5. Assists the Superintendent and the Board in developing and updating policies for all aspects of the school business operations;
6. Coordinates select required trainings to District staff;
7. Serves as a member of the Superintendent's cabinet;
8. Ensures compliance with all collective bargaining agreements as they pertain to financial and operational matters;
9. Serves as District representative for health or workers compensation consortium;
10. Assists with administering an efficient, transparent, and service-oriented business office.

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SCHOOL BUSINESS EXECUTIVE CONTINUED

Operations Management

1. Assists the purchasing agent and establishes procedures for the acquisition of supplies and equipment;
2. Oversees the operation and maintenance of school facilities and supervises custodial, grounds and maintenance services;
3. Ensures that local, state, and federal standards for the health and safety of students and staff are maintained and that required reports are maintained;
4. Oversees the District's multi-year comprehensive facilities plan;
5. Oversees and ensures the efficient operation of the District's food service program;
6. Acts as the transportation program liaison and collaborates with school personnel and the District transportation provider to ensure the safe and efficient operations of transporting students to and from their educational and extra-curricular programming;
7. Assists the Superintendent in projecting facility needs; managing construction budget allocations; developing the educational standards for sites, buildings and equipment; preparing cost data; and collaborating with architect and construction manager during construction programs.

Human Resources Management

1. Oversees the preparation and maintenance of records related to auditing requirements, tax laws, and employee benefits;
2. Implements hospitalization, major medical and other types of approved employee benefit plans;
3. Oversees the payroll function including period record-keeping and reporting, including retirement system and annual tax reporting;
4. Prepares and calculates complex payroll and benefit calculations and transactions and inputs them into the financial system;
5. Administers the on- and off-boarding of District employees;
6. Prepare regular periodic personnel reports for the Board and answers related questions.

Other

1. Attends Board meetings and speaks on assigned topics;
2. Performs such other duties as may be prescribed by law or assigned by the Superintendent or the Board;
3. Innovates by applying new technologies to the workplace.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the practices and procedures of budgeting, accounting, and monitoring financial transactions; thorough knowledge of business administration procedures; thorough knowledge of the techniques of solving financial problems; thorough knowledge of debt and investment management; good knowledge of payroll, personnel, and benefits policies, procedures, and administration; good knowledge of purchasing, inventory, and asset control practices; good knowledge of the principles of cost analysis; working knowledge of facilities management; working knowledge of food service practices and procedures; skill in the use and implementation of modern technology systems; demonstrated skill in communicating effectively both verbally and in writing; skill in human and public relations; ability to learn and implement learned knowledge quickly and effectively; ability to use modern software and equipment such as word processing, spreadsheets, and databases at an acceptable rate of speed and accuracy; ability to plan, coordinate, and supervise the work of others; ability to identify and anticipate financial problems and needs; ability to readily acquire familiarity with laws, regulations and policies; ability to verbally explain and defend narrative and tabular information into a clear, logical, fiscal plan; ability to maintain records, compile data, and prepare reports; ability to work independently; ability to trouble-shoot and solve complex issues; ability to work within a team and collaborate with staff, third-parties, and the public; ability to maintain confidentiality; sound professional judgment; thoroughness; dependability; honesty and integrity; tact and courtesy; physical condition commensurate with the demands of the position.

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MINIMUM QUALIFICATIONS: Candidates must meet one of the following:

1. Graduation with a Master's Degree in business administration or accounting **and** one (1) year of satisfactory full-time paid business administration or accounting experience; **OR**
2. Graduation with a Bachelor's Degree in business administration or accounting **and** two (2) years of satisfactory full-time paid business administration or accounting experience.

NOTE: Degrees must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education.