



**Job Title:** Assistant Superintendent of Finance & Operations

**Exemption Status/Test:** Exempt/Executive\*

**Reports to:** Superintendent

**Date Revised:**

**Dept./School:** Finance/Operations

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## Primary Purpose:

Responsible for the overall management, strategic planning, development, evaluation, and implementation of district finance, maintenance, child nutrition, warehousing, and transportation functions. Direct and manage the business operations of the district including accounting, payroll, purchasing, and tax collection.

## Qualifications:

### Education/Certification:

Bachelor's degree in a business-related field or educational administration

### Special Knowledge/Skills:

Knowledge of budgeting, accounting systems, and payroll processing

Working knowledge of financial applications and accounting

Ability to use software to develop spreadsheets and perform data analysis

Knowledge of operations management

Ability to interpret data and evaluate maintenance and custodial programs

Ability to manage budget and personnel

Ability to implement policy and procedures

Excellent communication, public relations, and interpersonal skills

### Preferred Experience:

3 years experience in school business management or public organization

## Major Responsibilities and Duties:

### Fiscal Management

1. Assist in the preparation of the budget and development of long- and short-range objectives for the business operations of the district.
2. Ensure that accounting systems comply with applicable laws and regulations including Texas Education Agency Financial Accounting Manual.
3. Administer the district's budget and ensure that operations are cost-effective and funds are managed wisely. Prepare all budget adjustments, additions, and deletions.
4. Assist the district's independent and internal auditors in conducting periodic audits.

5. Evaluate accounting procedures, systems, and controls in all district departments and recommend improvements in their design, implementation, and maintenance.
6. Determine cash available for investment and payment of bills based on daily analysis of cash flow.
7. Oversee monthly bank reconciliations for all accounts. Review reconciliations of vendor and payroll clearing accounts.
8. 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.
9. Plan and conduct needs assessments for improvement of district business operations. Ensure that business operations support the district's goals and objectives and provide leadership to achieve cost-effective practices throughout the district.
10. Assist with administration of the business office budget and ensure that programs are cost effective and funds are managed prudently.

### **Purchasing and Inventory**

11. Maintain accurate and current inventory records of the district's fixed and movable assets and oversee maintenance of a timely replacement cost-asset listing for insurance purposes. Organize and conduct sales to dispose of surplus and salvage equipment.
12. Oversee the preparation of bids and bid specifications. Receive and analyze bid proposals and prepare written recommendations.

### **Operations Management**

13. Oversee the management of facilities maintenance, warehouse, child nutrition, and transportation operations of the district.
14. Incorporate district-level goals into operational objectives to ensure that students arrive at school and school activities safely and on time; receive nutritious meals; and attend school in an environment that is safe, clean, and conducive to learning.
15. Monitor and reevaluate operations departments on an ongoing basis to ensure that district needs are being met in an effective and efficient manner. Implement changes where appropriate.
16. Collaborate with architects and consultants during the design and planning phases of all construction projects to ensure compliance with the district's specifications, design and construction standards, and building programs. Monitor the progress and compliance of ongoing construction projects.
17. Ensure that the necessary time, resources, materials, and technology to support accomplishment of department goals are available.

### **Policy, Reports, and Law**

18. Implement federal and state laws and regulations and local board policy and ensure compliance. Stay abreast of state and federal public policy changes that could impact the district.
19. Compile, maintain, and file all reports, records, and other documents as required.
20. Follow district safety protocols and emergency procedures.

### **Budget**

21. Develop and administer the department budget based on documented needs and ensure that operations are cost effective and funds are managed prudently.

### **Communication**

22. Ensure that established goals and expectations related to district operations are communicated clearly, consistently, and in a timely manner.

### **Personnel Management**

23. Prepare, review, and revise business department job descriptions, as well as maintenance, child nutrition, warehouse, and transportation departments as needed.
24. Develop training options and/or improvement plans to ensure exemplary business operations.
25. Select, train, evaluate, and supervise staff and make recommendations relative to assignment, retention, discipline, and dismissal.
26. Evaluate job performance of employees to ensure effectiveness.

### **Safety**

27. Ensure that safety standards are maintained in conformance with federal, state, and insurance regulations and a district-wide preventive safety program is developed and implemented.
28. Follow district safety protocols and emergency procedures.

### **Other**

29. Prepare and deliver written and oral presentations on operational issues to the board. Attend regular meetings of the board.

### **Supervisory Responsibilities:**

Supervise, evaluate, and recommend the hiring and firing of the risk manager, accounting supervisor, purchasing supervisor, payroll supervisor, and tax collector, maintenance, transportation, warehouse, and food service supervisors and staff, and operations department clerical staff.\*

**Mental Demands/Physical Demands/Environmental Factors:**

**Tools/Equipment Used:** Standard office equipment including personal computer and peripherals

**Posture:** Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

**Motion:** Repetitive hand motions, frequent keyboarding and use of mouse; occasional reaching

**Lifting:** Occasional light lifting and carrying (less than 15 pounds)

**Environment:** Frequent districtwide travel; occasional statewide travel.

**Mental Demands:** Work with frequent interruptions; maintain emotional control under stress

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This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by \_\_\_\_\_ Date \_\_\_\_\_

Received by \_\_\_\_\_ Date \_\_\_\_\_