

**JOB TITLE: ASSISTANT DIRECTOR OF BUSINESS SERVICES****DEFINITION:**

Under the direction of the Director of Business and Fiscal Services, the Assistant Director of Business Services shall assist with the coordination of all general ledger accounting, budget development, and reporting, payroll, purchasing, and related aspects of the management and operation of the Business Services Department; and train, supervise and evaluate performance of assigned staff.

**ESSENTIAL FUNCTIONS:**

- Assist the Director of Business and Fiscal Services, train, supervise, and evaluate the performance of assigned personnel; organize, schedule, and delegate work assignments.
- Assist the Director of Business and Fiscal Services with coordination and general direction and Fiscal Services operations.
- Assist with all aspects of the general ledger, including reconciliation of accounts payable and receivable, budget transfers and journal vouchers.
- Analyze, interpret, and apply rules, regulations, codes, laws, and complex information pertaining to payroll and benefits, purchasing, accounts payable and receivable, and general ledger maintenance.
- Actively participate in budget preparation, administration, monitoring, and execution by maintaining current and historical data on employee compensation, benefits, and other payroll/personnel related costs.
- Coordinate and supervise the preparation, processing, and auditing of all district payroll. Apply Education Code adjustments, bargaining unit agreements, and Board policy as required.
- Administer STRS, PERS, and Alternative Retirement Plan procedure and reporting. Assist employees with retirement information and processing.
- Manage and prepare the District's Federal and State Payroll tax returns, related documents, and correspondence pertaining to employee compensation, income tax withholding, and social security. Communicate with correlating taxing agencies.
- Support the negotiations process by preparing requested financial data and implementing negotiated settlements. This may include calculating salary schedule changes, calculating changes in positions, updating salary schedules, retroactive compensation and/or one-time off schedule payments to employees.
- Coordinate and administer the District's purchasing functions; advise District personnel on procurement; providing information and assistance regarding contract administration, legal compliance, and purchasing needs, procedures and problems.
- Maintain the financial system(s) as assigned.
- Coordinate the proper method of document retention and storage, and proper disposal of documents and records for the District.
- Perform other related duties as needed.

**Secondary Functions:**

- This is a single position classification. All duties assigned are considered essential.



## EXPERIENCE AND EDUCATION:

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 Experience:**

Any combination equivalent to: graduation from a four-year college or university with an emphasis in business, accounting experience, or related field and at least two years of increasingly responsible experience including at least one year in a public agency, preferably in a school district setting.

### **Licenses and other Requirements:**

None are required for this classification.

### **Mental Demands**

#### **Language Skills:**

Ability to: read, analyze, and interpret contracts, budgets, professional journals, technical procedures, or governmental regulations; write bid specifications, purchasing reports, business correspondence, and procedure manuals using correct English usage, grammar, spelling, punctuation and vocabulary; effectively present information and respond to questions from administrators, other employees, the business community and vendors.

#### **Mathematical Skills:**

Ability to: apply concepts such as fractions, percentages, ratios, and proportions to practical situations; make arithmetic calculations quickly and accurately, consolidate information and prepare clear, concise and accurate financial or statistical reports.

#### **Reasoning Ability:**

Ability to: define problems, collect data, establish facts, and draw valid conclusions; interpret technical instructions; interpret market prices and trends; analyze data and solve non-routine purchasing problems using judgment and generally accepted public procurement principles; analyze financial data; read, analyze and interpret laws, regulations, contracts, and accounting principles in order to resolve complex accounting issues and problems; manage multiple projects simultaneously.

#### **Other Skills and Abilities:**

Demonstrate knowledge of:

- Public agency policies, practices, procedures and operations;
- Oral and written communications;
- Modern office practices, procedures and equipment;
- Telephone techniques and etiquette;
- Interpersonal skills using tact, patience and courtesy;
- Principles and practices of accounting and program budgeting;
- Financial analysis and projection techniques;
- Fundamental application of data processing to accounting and budgeting;
- Laws, codes and regulations applicable to school district accounting and budget functions;
- Principles and practices of cost accounting and auditing;
- Budget preparation and control;
- Principles of supervision and training;
- School Accounting Manual and school district business functions.



Demonstrated abilities to:

Ability to read, analyze and understand various federal and state codes and regulations related to essential functions.

Establish and maintain effective and cooperative working relationships with others.

Work independently and responsibly in an organized manner.

Operate modern office equipment including fax machine and calculator.

Operate a computer using word processing, spreadsheet and database software.

Train and provide work direction to others.

Work effectively to meet established timelines.

Analyze, compile, statistically treat and display financial data graphically.

Prepare clear and concise reports, manuals and written instructions.

**PHYSICAL REQUIREMENTS:**

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.

**Body Movement:**

Regular Activities: sit for long periods of time; use hands and fingers to operate office machines and computer keyboards; reach with hands and arms; bend, stoop, kneel or crouch to access files; speak clearly and distinctly on telephone and to provide clear information orally; hear and understand voices over the telephone or in person.

**Lifting Requirements:**

Employees assigned to this classification must regularly lift, carry and/or move objects weighing up to 25 pounds.

**Vision Requirements:**

Ability to: see clearly at 20 inches or less; adjust the eye to bring an object into sharp 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.

**Position Environment:**

District Office environment; subject to frequent interruptions, demanding timelines and contact with District employees and the public. The work environment is usually quiet but is sometimes moderately noisy because of noise from equipment or sounds of voices.

**Exposures, Risks and Hazards:**

Normal risks and hazards associated with operating computers and computer-related equipment.



**APPLICATION PROCEDURE:** Official application forms and related materials must be correctly completed and submitted on [www.edjoin.org](http://www.edjoin.org) no later than the deadline time and date listed on the front of this bulletin. If the minimum requirements are specific and your experience is general, include a breakdown of functions. If you have volunteer experience you wish to have considered, include it, giving as much information about it as you can. **YOUR APPLICATION WILL BE ACCEPTED ONLY IF IT CLEARLY INDICATES THAT THE MINIMUM REQUIREMENTS FOR THE POSITION ARE MET.** The information you give will be subject to being accepted or rejected. If you appear to be among those most qualified, you will be invited to take the examination(s). You will be notified in advance of the time and place of examination.

**EXAMINATION:** Applicants must successfully complete each part of the examination process in order to be considered further. Persons invited to participate in the examination process must bring with them some type of identification card bearing their photograph and signature.

**TUBERCULOSIS TEST OR CHEST X-RAY:** Before being employed and beginning work for the Newhall School District, you will be required to file evidence of having had a tuberculosis Mantoux examination (intradermal skin test) with a negative result, within the past 60 days, or submit a tuberculosis risk assessment. Medically verified positive skin test results require a chest x-ray. The risk assessment questionnaire shall be administered by a health care provider, which shall be specified on the questionnaire.

**AUTHORIZATION TO WORK REQUIREMENTS:** Due to the Immigration Reform and Control Act of 1986, ALL employees must provide this district with one of the following: 1) United States passport, 2) certificate of United States citizenship, 3) certification of naturalization, 4) unexpired foreign passport with a valid endorsement of the Attorney General authorizing the individual's employment in the United States, 5) Resident Alien Card which includes a photograph (or other personal identifying information) and an authorization for employment in the United States, or, 6) certificate of birth in the United States.

**OTHER REQUIREMENTS:** State law requires all of our employees to swear or affirm allegiance to the United States and the State of California and to be fingerprinted for the purpose of a confidential background investigation. The Human Resources Department may obtain confidential references from former employers. Employees are required to belong to the Public Employees' Retirement System, if employed for a period of four (4) hours per day or more, for which the district makes contributions equal to or greater than those deducted from the employee's pay. Membership in the Social Security System is also required. A physical examination, at district expense, may also be a pre-employment requirement.

**SALARY INFORMATION:** Advanced placement on the Classified Management Salary Schedule, up to Step F, may be allowed at the time of employment. To qualify for advanced placement, the prior qualifying employment must be completely disclosed in the application paperwork and properly verified in writing at the time of employment. This written verification must be on official stationery of the prior employer and must specifically state the position held, a description of duties, and length of time employed.

Detailed job descriptions of all classified positions are available upon request.

We reserve the right to reopen this position, re-advertise or delay filling the position.

**WE ARE AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER**