

**Stanwood-Camano School District
Human Resources
Job Description**

TITLE: Executive Director for Business and Operations

GENERAL SUMMARY

The Executive Director for Business and Operations administers the business and financial affairs of the Stanwood-Camano School District including accounting, purchasing, payroll, risk management, benefits and supervision of support services, including Maintenance, Transportation and Food Services. Responsibilities include preparing the district's annual budget, fulfilling all financial reporting requirements, and providing the Superintendent and Board of Directors with a variety of financial and management information and advice.

MINIMUM QUALIFICATIONS

Education and Experience

- Master's degree in business or public administration, finance, educational administration or related field. A Certified Public Accountant Certificate may substitute for Master's degree requirement.
- Five (5) years of increasingly responsible administrative experience in business and finance.
- Experience with public school finance highly desirable.
- Valid Washington State Driver's License

Required Knowledge, Skills and Abilities

- Ability to read, write, speak, calculate and communicate effectively.
- Knowledge of budgeting and finance in a complex organization; skill in providing leadership in financial management.
- Skill in communicating financial affairs to staff, the Board of Directors, and community groups.
- Skill in effective decision-making; demonstrated skill in oral and written communication.
- Skill in problem and conflict resolution; skill in establishing and maintaining effective public relations and customer service.
- Skill in performing a variety of cost analyses and calculations.
- Ability to interpret laws and regulations related to business and finance.
- Knowledge of, and ability to apply, the principles and practices of supervision.
- Ability to organize and prioritize work.
- Knowledge of budgeting, accounting, technology, purchasing and data processing.
- Ability to construct, implement and monitor timelines and meet deadlines on projects and reports.
- Ability to establish and maintain effective working relationships with staff and the public.
- Skill in detecting errors and verifying data.

DUTIES AND RESPONSIBILITIES

- Serves as chief financial officer of the district, directing and coordinating all fiscal services for the district.
- Ensures compliance with a variety of laws, rules, regulations, internal controls and procedures.
- Directs and coordinates the preparation of the district's annual budget including General Fund, Debt Service Fund, Capital Projects Fund, Transportation Vehicle Fund, and Associated Student Body Fund.
- Coordinates budget planning and financial projections, analyzes data and management information and makes recommendations for sound fiscal decisions.
- Coordinates with the Superintendent the formal budget adoption process.
- Ensures comprehensive accounting and financial reporting systems and procedures, maintaining budgetary and expenditure controls.
- Directs, reviews, analyzes and interprets a wide variety of financial and management information for the Superintendent, Board of Directors, administrators, staff and the public.
- Makes recommendations and provides advice and strategies for use in matters of fiscal and business impact such as budget preparation revenue forecasting, demographic and enrollment projections, collective bargaining, school construction, levy and bond issues, and other matters.
- Directs preparation and interpretation of a variety of financial reports such as status of budget accounts and general financial condition of the district.
- Reports monthly and annual financial activity to the Superintendent and Board of Directors.
- Directs development, approval and implementation of business and financial policies and procedures.
- Serves as a member of collective bargaining teams, as appropriate, and consults with teams on financial ramifications and strategies for major expenditures.
- Provides a variety of strategies and approaches including staffing and compensation policies, financing strategies for major expenditures, bond sales and issuance of bonds, and expenditure priorities.
- Supervises the administration of an efficient cost accounting system for recording past and current operating expenses and revenue accounts and for classifying expenditures in accordance with the state accounting manual.
- Administers collection of monies; directs the accounting of all funds and financial transactions; ensures the maintenance of accurate financial records.
- Supervises support services.
- Serves as member of the Budget Advisory Committee.
- Serves as Administrative Team member.
- Performs other tasks and assumes other responsibilities as may be assigned by the Superintendent.

SUPERVISOR: Superintendent

12/13/04