

The Director of Business Services reports to the Chief Financial Officer and is responsible for leading activities within the Business Services department. This position has expertise in accounting, developing budgets, analyzing financial information, facilitating audit engagements, setting strategic goals, establishing financial controls, developing employees, and leading continuous improvement projects. The Director of Business Services provides financial leadership, ensures governance and statutory compliance, and partners collaboratively with school leaders, District administrators, Business Services staff, and other District departments.

### **Chain of Command**

The Director of Business Services reports to the Chief Financial Officer.

### **Competencies of the Director of Business Services**

- **Accountability:** Holds self and others accountable for measurable high-quality, timely, and cost effective results. Determines objectives, sets priorities, and delegates work. Accepts responsibility for mistakes.
- **Results Oriented:** Drives towards achievement of challenging goals, through a disciplined approach to work, using risk analysis, aligning strategy and mission, and regularly reviewing key measures of results.
- **Resilience:** Deals effectively with pressure; remains optimistic and persistent, even under adversity. Recovers quickly from setbacks.
- **Transformational Leadership:** Assumes leadership of a group to rapidly address the need for change within an organization.
- **Problem Solving:** Identifies and analyzes problems; weighs relevance and accuracy of information; generates and evaluates alternative solutions; makes recommendations.
- **Communication:** Effectively communicates to audiences in diverse situations through strong written and verbal communication skills.
- **Developing Others:** Develops the ability of others to perform and contribute to the organization by providing ongoing feedback and by providing opportunities to learn and increase capabilities.
- **Innovation:** Develops new insights into situations; questions conventional approaches; encourages new ideas and innovations; designs and implements new or cutting edge programs/processes.
- **Vision:** Takes a long-term view and builds a shared vision with others; acts as a catalyst for organization change. Influences others to translate vision into action.

### **Essential Duties**

- Lead and direct all activities in Business Services related to budgeting, payroll, accounts payable, accounts receivable, procurement, printing, fixed assets/inventory, food services, and Medicaid.
- Provide and communicate budget and funding information for all school/District cost centers.
- Provide financial analysis and assessment of the budget including allocations, assumptions, and forecasting future revenues and expenditures.
- Responsible for guidance and oversight related to the strategic allocation and monitoring of funds.
- Direct and/or prepare financial information for presentation to the Superintendent's cabinet.
- Modify and implement best practices to the budgeting and forecasting process; refine and continuously improve operational functions, processes, and services.
- Develop, monitor, and analyze key metrics related to Business Services.

- Document and implement policies, procedures, and practices that establish adequate controls and adhere to statutory requirements.
- Serve as District liaison for all audit activity; prepare and provide related documentation for audits and submit to appropriate agencies as assigned; address potential audit findings or recommendations.
- Provide strategic direction and oversight for Business Service activities; develop and implement strategic initiatives and objectives in alignment with the District's strategic plan.
- Maintain professional network with other business and finance organizations within the state.
- Monitor compliance with Governing Board policies and regulations, maintain current knowledge of state statute and revisions; work with legal counsel and recommend Board policies as necessary.
- Hire, supervise, and evaluate daily activities of staff; reassign operational responsibilities as necessary to provide opportunities for cross-training and growth.
- Plan and implement professional activities for staff involving goal setting and career development.
- Attend Board and other District meetings upon request as the representative of the Business Services team.

### **Education and Experience**

- Bachelor's degree required in finance, accounting, business, or related field and 7+ years of increasing responsibility with experience in AZ school finance.
- Master's degree preferred in finance, accounting, business, or related field.
- CPA preferred.

### **Licensing/Certification Requirements**

AZ Fingerprint Clearance Card may be required based upon assignment.

### **Revised Date**

10.15.19