

JOB DESCRIPTION
DIRECTOR OF BUSINESS SERVICES
SCHOOL DISTRICT OF PITTSVILLE

REPORTS TO: District Administrator

SUPERVISES: Bookkeeper Assistant

QUALIFICATIONS:

1. Experience in accounting, finance, and operations in business, education, or governmental agencies.
2. A bachelor's degree, associate's degree, and/or related experience in any of the following areas: Business Administration, Accounting, Finance, or Educational Administration.

GOALS:

1. To plan and manage the business and payroll operations of the school system in compliance with pertinent laws, state and federal regulations, instructions of the District Administrator, and School Board policies.

DUTIES AND RESPONSIBILITIES:

1. Maintain an accurate system for accounting for all budgetary, general ledger, and accounts payable financial transactions of the school district in accordance with Federal, State and local requirements.
2. Oversees the Bookkeeping Assistant and all facets for payroll.
3. Maintain records, reports, policies and documents according to established procedures.
4. Prepares and presents all facets of the budget.
5. Prepares and presents the budget to the School Board and the public at the annual meeting and budget hearing.
6. Prepare all federal program budgets; some in conjunction with CESA 5.
7. Prepares monthly Financial Reports for the School Board.
8. Provide budget and actual information to the Administrators for their building and other projects and assist them as needed.
9. Perform periodic internal audits of the payroll records, accounting records, and student activity accounts.
10. Coordinates and assists the auditors in the annual audit of the financial and non-financial records.
11. Prepare accounts payable and vendor checks and ACH payments; includes the overseeing of entry by the Bookkeeping Assistant.
12. Prepare all purchase orders.
13. Records all monetary receipts.
14. Prepare invoices for money owed to the school (i.e. for track events).
15. Maintains cash flow records, plan investments, oversee bank statements and reconciles cash accounts.
16. Oversee cash flow for the district and arranges for short-term borrowing or line of credit borrowing as needed.
17. Oversee the long-term debt payments and refinancing of any debt as needed.
18. Prepares all needed worksheets (i.e. tax levy, mill rate, revenue limit, state aid formula, etc).
19. Prepares and distributes the certified tax levy and related forms to taxing municipalities.
20. Calculates student count for summer school.
21. Prepares and files all required financial reports to DPI for financial, summer school student count, transportation, etc.
22. Maintain fixed asset inventory and long-term capital projects list.
23. Oversee the accounting of investments and distribution of scholarships.
24. Setup and maintain the Other Post-Employment Benefits documentations and update reports.
25. Provides information and oversees the actuarial study of Other Post-Employment Benefits.

26. Maintain the 403(b) plan documents.
27. Maintain and oversee all Property/Liability insurance, Student Accident insurance, Workers' Compensation insurance, Health/Dental insurance, Long-term and Short-term Disability insurance, Life insurance, and AFLAC policies.
28. Verify we have Certificate of Insurance documentation from all onsite vendors
29. Maintain and oversee district credit cards.
30. Prepare, maintain and oversee all facets of the Medicaid program including quarterly and annual reports in conjunction with MJ Care of CESA.
31. Oversee all financial and membership items for the Panther Community Fitness Center.
32. Maintain the Uniform Grant Guidelines bookkeeping binder to adhere to all current federal requirements.
33. Assist and/or prepare grants and grant claims.
34. Chromebook damages letters to students and collects payments.
35. Prepare and file all monthly and annual food service claims and data reports.
36. Assist with collections for the Pittsville Child Care Center.

ADDITIONAL RESPONSIBILITIES:

1. Help manage the safety aspects at the school.
2. Active member of Wisconsin Association of School Business Officials and the National Association of School Business Officials.
3. Maintains Certified School Risk Manager certification.
4. Stays current on all State and Federal laws that affect school districts financially and implement those changes as necessary.
5. Works in conjunction with the Superintendent as needed.
6. Assists with answering phones, answering doors, and mail as needed.
7. Maintains confidentiality in all phases of position.

EVALUATION: The position will be evaluated on a continuing basis by the District Administrator and reported to the School Board of Education on an annual basis.

Approved by the Board of Education May 8, 2023.