

North Panola School District Business Office Director (194)

JOB POSTING

Job Details

Posting ID

194

Title

Business Office Director

Description

Business Office Director

Qualifications:

- Business manager certification or eligibility for same (equivalent)
- Two or more years experience in education office management
- Knowledge/experience in accounting and school district finances
- Other qualifications as the Board may find appropriate and acceptable
- Demonstrate competence in performance responsibilities associated with this position

Reports To: Superintendents and North Panola School Board of Trustee

Terms of Employment: Contract with salary and dates to be established by the Board of Education

Appointment:

Recommended by the Superintendent of Education and approved by the School Board of Trustees

Physical Requirements:

Standing, walking, sitting, lifting and carrying (up to 10 pounds), reaching, squatting, climbing stairs, kneeling, and moving furniture may be required. The position require the ability to perceive the nature of the object by the eye and the ability to give and receive information through effective speaking, listening, and writing skills.

Job Summary:

The BOD is to account for and record the business affairs of the District in such a way as to provide the best possible educational service with the financial resource available. The BOD will keep the necessary records to facilitate the sound fiscal management of the School District and advise the District Administrator and School Board on business affairs. Responsible for: Food Service Director, Business Office Staff, and Provide training for secretaries across the district, oversees payroll, and accounts payable functions of staff.

Performace Responsibilites:

1. Supervise the management of the financial affairs of the district and schools.
2. Assume responsibility for budget development and long-range financial planning.
3. Establishes and supervises a program of accounting adequate to record in detail all money and credit transactions.
4. Supervises all accounting operations.
5. Acts as the sole payroll officer for the district
6. Supervises the collection, safekeeping, and distribution of all funds
7. Manages the district's real estate and insurance programs
8. Supervises the district's supporting services, through the directors of food services, and business services.
9. Develops a facility expansion program and supervises plan construction.
10. Administers a budget control system for the district.

11. Advises the Superintendent on all matters relating to business and financial affairs of the district.
12. Assists in recruiting, hiring, training, supervising, and evaluating all clerical, financial, and support staff personnel.
13. Arranges for internal auditing of all school accounts.
14. Assists the Superintendent in interpreting the financial concerns of the district to the community.
15. Acts as purchasing agent for the Board and establishes procedures for the purchase of books, materials, and supplies.
16. Delegate and assign responsibilities to subordinates; collect, analyze, and evaluate information to generate contingency plans; and apply basic concepts of organizational development.
17. Maintain the strictest confidence concerning personnel, students, and operational concerns of the District.
18. Prepare a budget calendar to meet the time constraints of budget preparation.
19. Apply the legal requirements for budget adoption.
20. Recognize and forecast the major sources of revenue available to public schools from local, state and federal levels of government.
21. Maximize state and federal aids for the District.
22. Explore alternative and innovative revenue sources.
23. Organize and maintain records for financial investment, borrowing and planning.
24. Assist in the preparation, implementation, monitoring and presentation of the District budget.
25. Oversee school property and liability insurance programs including the fixed assets inventory system.
26. Oversee the payroll system and to coordinate employee benefit programs and the reporting system for these programs to Federal and State Governments.
27. Coordinate the development and management of an appropriate personnel information management database providing seamless integration with payroll and other school district functions.
28. Research and explain various compensation arrangements including salaries and wages, employee health care benefit programs, and retirement options.
29. Develop and analyze models for assessing the cost of current salary and employee benefit packages and proposals. Prepare salary and benefit costing packages for all employee groups.
30. Coordinate with the District Administrator and the Maintenance Supervisor buildings and grounds activities for the District.
31. Communicate the relationship between programs, revenues, and appropriations of the School District to the stakeholders.
32. Present financial data to various school and community groups both in written, oral, and multi-media formats.
33. Assist in the development of a plan for a positive school-community relations program for the Business Office and the School District.
34. Attend all regular board meetings, negotiation meetings, and other special meetings as requested by the Board or District Administrator
35. Performs such other tasks and assumes such other responsibilities as the superintendent may assign from time to time.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board’s policy on Evaluation of Professional Personnel.

Shift Type
Salary Code
External Job Application
Location
Minimum Qualifications Screening

Full-Time
Per Year
Certified
District Wide

Salary Range
Job Category
Internal Job Application
Posting Status

District Administrative
Certified
Active

Job Application Timeframes

Internal Start Date **07/08/2022**
Internal End Date **09/30/2022**

General Start Date **07/08/2022**
General End Date **09/30/2022**

Job Pools

<i>Pool Name</i>	<i>Quantity</i>	<i>Requisition ID</i>	<i>Requisition Title</i>
Default	1		

Alternate Job Contact

<i>Name</i>	Towanda Mangrum	<i>Title</i>	Personnel
<i>Location</i>	District Wide	<i>Phone</i>	662-487-3029
<i>Email</i>	tmangrum@northpanolaschools.org		

References

<i>Automatically Send Reference Check</i>	Yes	<i>Reference Check Form</i>	Certified Survey
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