

Assistant Superintendent for Business

QUALIFICATIONS: MBA in Business Administration or other degrees with proven leadership experience. Must be able to effectively deal with the public and staff both in person and on the phone. Experience in public schools preferred.

REPORTS TO: Superintendent

TERMS OF EMPLOYMENT: 240 day schedule

SALARY: Based on qualifications and experience

OVERVIEW: Maintains a strong financial rating for Saluda County School District. A strong rating requires top fiscal record keeping, financial solvency and overall good management in every area of the responsibilities listed below. Continuously strives to improve each major area of responsibility. Supervises employees in the Business Office and Maintenance Departments. Is responsible for the overall direction, coordination, and evaluation of these departments. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.

DUTIES:

1. Coordinates, prepares and administers the district's annual operating budget and restricted fund budget.
2. Responsible for the fiscal plant operations, which include buildings and grounds maintenance, facility and equipment repairs and general maintenance items.
3. Responsible for the coordination and implementation of all capital improvement projects which includes new construction and renovation.
4. Coordinates information and reports with the S.C. Department of Education, Finance Division, S.C. Retirement System, Employment Security Commission, and local governmental agencies.
5. Reviews and recommends good risk management programs which include property and vehicle insurance, liability and worker's compensation insurance, student accident insurance, and bonding.
6. Supervises the School Food Service Program.
7. Monitors the financial center and its employees.
8. Analyzes financial reports (e.g. accounts payable, budget, financial statements, etc.) for the purpose of providing required information and/or ensuring compliance with established federal, state and local laws, regulations and policies.
9. Audits federal, state and local regulated programs (purchase requisitions, invoices, reimbursements, grants, etc.) for the purpose of ensuring compliance with financial, legal and administrative requirements.
10. Compiles statistical and financial data for the purpose of ensuring compliance with established regulations.
11. Coordinates with other staff (e.g. data collection, year-end closing, payable/receivables, etc.) for the purpose of completing assigned duties accurately and in a timely manner and ensuring compliance with financial and administrative requirements.

12. Creates and maintains a variety of manual and electronic documents files and/or records (e.g. accounts payable, budgets, grant records, reports, vendor files, etc.) for the purpose of providing an up-to-date reference and audit trail for compliance.
13. Develops accounting and financial procedures for the purpose of improving internal controls and accountability.
14. Monitors account balances and related financial activity (e.g. grant records, expenses, claims, etc.) for the purpose of ensuring that allocations are accurate, related revenues are generated, expenditures are within budget limits, and/or fiscal practices are followed.
15. Supervises the preparation of written materials and state/federal tax information returns (e.g. 1099's, Combined Excise Tax Returns, memos, reports, letters, daily/monthly/quarterly/year-end reports, spreadsheets, account codes, budgets, journal entries, etc.) for the purpose of documenting activities, providing written reference, conveying information and/or complying with financial, legal and administrative requirements.
16. Processes documents and materials (e.g. billings, invoices, travel forms, transmittal of District monies, etc.) for the purpose of ensuring compliance and updating information and/or disseminating information to appropriate parties.
17. Provides fiscal services and training to school personnel staff (e.g. software applications, procedures, etc.) for the purpose of ensuring fiscal practices are followed and the disbursement of funds complies with established regulations.
18. Reconciles fiscal information and account balances as assigned (e.g. accounts payable, general ledger, report data, etc.) for the purpose of verifying accuracy of information, maintaining accurate balances and complying with internal controls.
19. Researches discrepancies of financial information and/or documentation for high risk items for the purpose of ensuring accuracy and adhering to procedures prior to processing for action.
20. Responds to inquiries from various internal and external sources (e.g. staff, auditors, Internal Revenue Service, providers, county coordinators, vendors, etc.) for the purpose of providing information, direction and/or appropriate referrals and taking appropriate action.
21. Supervises and directs assigned personnel for the purpose of maximizing their efficiency and meeting work requirements.
22. Prepares monthly financial update report.
23. Oversees the procurement and purchasing programs at the district level.
24. Coordinates the development of Requests for Proposals and bid packages.
25. Monitors compliance with the district procurement policy.
26. Provides information to the Board of Trustees upon Superintendent's request.
27. Carry out special projects as needed.
28. Perform any other duties and responsibilities as assigned by the Superintendent.

OTHER SKILLS and ABILITIES:

Personal computer and spreadsheet skills. Ability to establish and maintain effective working relationships with staff and the school community. Ability to communicate clearly and concisely in both oral and written communication. Ability to perform duties with awareness of all district requirements, state and federal laws, and the Board of Education policies.

PHYSICAL DEMANDS: 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.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is frequently required to walk and stand. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision. Some driving is necessary. Occasionally, yet essential to this position, the individual must meet deadlines with severe time constraints, interacting with the public and other workers. Occasionally the position requires the employee to work irregular or extended hours, direct responsibility for the safety, and well-being or work output of other people and meet multiple demands from several people.

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

How to Apply:

Please send a resume and letter of interest to Dr. Harvey Livingston
hlivingston@saludaschools.org

This job description in no way states or implies that these are the only duties to be performed by this employee. The employee will be required to follow any other instructions and to perform any other related duties as assigned by the appropriate administrator or supervisor. Saluda County Schools reserves the right to update, revise or change this job description and related duties at any time without prior notice.