

Cape Girardeau Public School District No. 63
Job Description

Job Title: Director of Business and Finance

Terms of Employment: 12 month contract; 240 days

FLSA Status: Exempt

Reports To: Assistant Superintendent, Administrative Services

Brief Description of Position:

The Director of Business and Finance will be responsible for organizing and directing all business and financial aspects of the School District.

Required Qualifications:

- Master's degree in Education Administration, or Masters in Accounting, Business, or Finance.

Preferred Qualifications:

- Specialist/Doctorate in Education Administration
- Experience as a school administrator
- Experience in finance or experience in business administration with an emphasis in finance
- Documented skills in organization and leadership

Essential Functions and Duties:

- Supervises the management of the financial affairs of the school district.
- Assumes responsibility for the receipt and expenditure of school district funds.
- Assumes responsibility for budget development and long range financial planning.
- Establishes and supervises a program of accounting adequate to record in detail all money and credit transactions.
- Supervises Bond Issue and Lease Purchase funds.
- Supervises the collection, safekeeping and distribution of all funds.
- Administers a budget control system for the district.
- Acts as advisor to the Superintendent on all questions relating to business and financial affairs of the district.
- Invest district funds in accordance with state law and Board policy.
- Submit all financial reports required by state or federal authorities.
- Post notice of the tax rate hearing in accordance with Missouri law.
- Solicit bids and make recommendations to the Board regarding depositories of district funds in accordance with Missouri law.
- Assist with grant application and administration.
- Record and file all official documents such as contracts, agreements, real estate titles, abstracts, etc.
- Arranges for the internal auditing of school accounts.

- Acts as liaison to the district's independent auditing firm and makes all arrangements for the annual audit.
- Prepares reports to the proper staff and/or concerning the status of their budgetary accounts to guard against the overspending of any budgeted account.
- Assumes responsibility and assists the Superintendent in the projection of revenue and expenditures, preparation of prospectus for bond issues, management of short term investment portfolio, and similar activities.
- Takes the lead in developing improvements in the financial management of the school system including budget methods, format and presentation.
- Attend meetings of the Board of Education and makes financial reports on a monthly basis.
- Serves as Treasurer to the Board of Education.
- Attend district administrator meetings
- Perform other duties as assigned by the Superintendent or his/her designee
- Possess the ability to effectively communicate, verbally and in written form, with administrators, staff and community as needed
- Performs other duties as assigned by the Superintendent

Physical Demands/Environmental Factors:

- Ability to work in a climate controlled building, as well as in inclement weather.
- Ability to stand, walk, and move around for long periods of time.
- Ability to see and read, with or without vision aids, a computer screen and printed matter, and to distinguish colors.
- Sufficient hearing to understand speech at normal room levels, and to hear and understand speech on the telephone.
- Manual dexterity to operate a telephone and enter data into a computer using both hands.
- Ability to communicate, effectively and efficiently with sufficient volume to be heard in normal conversation, on the telephone, and addressing groups.
- Ability to exert up to 30 pounds of force to lift, carry, push, pull, or otherwise move objects.
- Ability to lift, bend, stoop, pull, grasp, and carry a variety of objects of different shapes and sizes.

The above statements are intended to describe the general purpose and responsibilities assigned to this job and are not intended to represent an exhaustive list of all responsibilities, duties, and skills that may be required. The Board of Education and Administration and/or supervisor have the right to add or change duties at any time.

This job description supersedes all prior job descriptions for this position as well as rescinding all past and present job descriptions that do not reflect the current requirements of this position.

Approved by: _____ Date: _____

Reviewed by: _____ Date: _____
Human Resource Coordinator

Revised: August 2013