

BUSINESS AND NON-INSTRUCTIONAL OPERATION

301

301

SECTION 301 DIRECTOR OF BUSINESS OPERATIONS

The Director of Business Operations shall:

1. Be employed on a twelve-month contractual basis, beginning July 1, annually.
2. Be a graduate of an accredited college or university with a Department of Instruction School Business Administration license.
3. Assume duties set forth in policy as well as any related duties assigned by the district administrator.
4. Demonstrate ability to work with the district administrator.
5. Maintain good public relations with other governmental bodies, staff members, and the community.
6. Show evidence of mature judgment, emotional stability, inherent honesty, integrity, and be capable of developing procedures to expedite the school's business within the framework of the Wisconsin School Law.
7. Demonstrate the ability to provide leadership in the area of school business administration.
8. Be under direct supervision of the district administrator and follow the Director of Business Operations roles and responsibilities.

The roles and responsibilities of the Director of Business Operations

1. Educational

- Utilize the District Goals as an important factor in allocating district resources.
- Participate in leadership activities for district advancement.
- Work with and assist the district administrator and assistant district administrator.
- Attend Board meetings.

2. Financial

General

- Administrative representative for the finance committee.
- Work with the district administrator and finance committee to provide direction for the financial operations of the district.
- Review business office structure, processes and procedures.
- Formulate an organizational structure for the management of school business operations, as needed.
- Follow local policies as well as state and federal laws and regulations in the operations of school business.
- Maintain a system where specific tasks are carried out effectively and efficiently.
- Use technology and other methods to improve productivity of business office staff.
- Provide the District Administrator with information on emerging trends that have a financial impact on district (i.e. national health care, post employment benefits)
- Assist in non-recurring referendums.
- Work with legal counsel.
- Support the mission and goals of the school district.
- Exhibit ethical behavior.
- Assist in development of policies.
- Collaborate with other organizations such as school districts, CESAs, municipalities and counties, etc.
- Complete DPI reports as assigned.

Accounting and Reporting

- Utilize Wisconsin Uniform Financial Accounting Requirements (WUFAR) as the financial accounting system for the school district.
- Prepare financial reports.
- Continuously monitor the accounting system.
- Maintain accounts receivable records including billing.

- Manage scholarship funds and the Alhorn Loan Program and file the 990 tax return.
- Ensure accurate financial reports are submitted to the Wisconsin DPI.
- Keep the district administrator, finance committee and Board informed of the financial condition of the school district.
- Monitor federal and state grants.

Budget and Financial Planning

- Assist the district administrator in budget preparation and maintain the continual control of school expenditures as prescribed by the budget.
- Prepare the budget document in accordance with prescribed timelines.
- Adhere to legal and contractual requirements for the development of the budget.
- Recommend a budget to the district administrator, finance committee, and school board.
- Ensure budget amendments are approved by the Board.
- Provide finance reports for the district administrator, finance committee, the Board as deemed necessary.
- Operate an accounting system which monitors school expenditures and verifies that expenditures are made in accordance with budgeted expectations.
- Monitor budgets throughout the year.
- Prepare, distribute, and oversee Operations Budget expenditures and report information to administration.
- Present the budget at the annual budget hearing.
- Serve as a resource to the district-level and/or building-level decision making committees.
- Reconcile available resources and expected revenues with the fiscal needs of the school district.
- Monitor classification of fund balance allocations.
- Prepare multi-year budget projections for financial planning.
- Monitor current state funding formulas including revenue limit and equalization aid.
- Prepare enrollment forecasts.
- Manage Other Post Employment Benefits.
- Prepare the tax levy for Board approval as determined by state statutes.
- Ensure the tax levy is established and reported to municipalities as outlined in state statutes.

Cash Management

- Monitor cash handling procedures and internal controls over cash handling locations.
- Monitor monthly cash flow projections.
- Develop, implement, and monitor the cash investment program, in compliance with policy and requirements of state statutes.
- Adhere to legal requirements regulating bank depository bids and contracts.
- Ensure district investment assets are collateralized.
- Monitor and maintain banking services.

Debt Management

- Manage short-term and long-term capital financing.
- Identify cash flow needs, determine investment vehicle, seek bids or quotes and secure appropriate financing for short-term borrowing.
- Assist in long-term borrowing referendums.
- Adhere to legal requirements for issuing and servicing long-term general obligation bonds.
- Assist with district participation in the bond rating process as needed.
- Provide information related to bond issues as needed.
- Assist in the process of securing an external auditor.
- Facilitate the external audit process.
- Review and respond to the audit findings and management letter. Develop corrective action plan if applicable.
- Prepare financial statements.
- Adhere to legal and contractual requirements.

- Facilitate actuarial study for post retirement benefits.

3. Human Resources

General

- Develop a personal bond with Board in the amount set by the Board.
- Work with stakeholders to understand the major aspects of district finances.
- Prepare job descriptions and evaluation instruments of business operations personnel.
- Direct supervision of Accounts Payable Assistant, Bookkeeper, Business Associate, HR/Payroll Specialist, Registrar Assistant, Copy Center Personnel, and Food Service Director.
- Administrative representative for the Personnel Committee.
- Assist with labor negotiations.
- Administrative representative for the Scholarship Committee.
- District representative for legal cases.
- Listen to and act on stakeholder concerns.
- District representative for student and staff accidents.
- Assist in writing job descriptions of school personnel.
- Provide appropriate staff development for business services.
- Meet with paraprofessionals and substitute teachers as needed.
- Assist with the development and revisions of the handbooks.
- Send letters to paraprofessionals for continued employment.
- Select and maintain approved vendors for 403(b) plans.
- Monitor the 403(b) Program.
- Select and maintain approved vendors for Section 125 plans.
- Monitor the Section 125 plans.
- Meet with potential retirees for benefit analysis.
- Manage one-time funding sources as acquired (i.e. Ed Jobs).
- Approve paraprofessional leave requests.
- Assist in the development, design, implementation, and communication of benefit plans (health, dental, vision, life and LTD insurance)
- Comply with federal labor laws including FMLA.
- Assist with staffing needs of the district.
- Assist with recruitment, recommendation, and assignment of personnel.
- Assist in the development, design, implementation, and communication of compensation plans.
- Monitor staff-to-student ratios.
- Manage the sick leave sharing program.
- Oversee the co-curricular agreements.
- Assist in wellness management.
- Assist in developing compensation costings.
- Assist in the processes related to orientation of school district personnel.
- Complete the elementary school supply bids and order.
- Prepare, secure, and manage, with Board approval, Partnering Preschool Contracts.
- Active member of MASBO (Madison Area School Business Officials).
- Active member of WASBO (Wisconsin Association of School Business Officials).
- Active member of a local service organization.

Monitor payroll

- Coordinate the development and management of an appropriate personnel database to provide seamless integration with payroll and other school district functions.
- Monitor and evaluate the effectiveness of payroll operations.
- Monitor the communication of payroll information to staff.

- Monitor payroll deductions and corresponding deposits and reports in accordance with legal and regulatory requirements such as TSA's, Section 125 plans, state and federal taxes and Wisconsin Retirement.
- Ensure compliance with payroll laws and regulations.

4. Facilities

General

- Analyze financial impact of school facilities as needed,
- Adhere to the appropriate procurement and contract laws.
- Assist in determining school facility needs of the district by utilizing pupil enrollment projections, demographic studies, educational requirements, facilities requirements, and financial projections.
- Coordinate sale and acquisition of real property in accordance with state and federal laws.
- Monitor the school facility maintenance, operations, and security programs.
- Maintain a yearly inventory record of property valued at one-thousand or more dollars.
- Assist in planning for facility referendums.

Risk Management

- Assist with district-wide security and emergency management plan.
- Adhere to legal requirement for insurance coverage.
- Maintain district's property and liability, fleet, loss, errors and omissions, unemployment, workers compensation and student accident insurance.
- Assess current insurance coverage and recommend any changes consistent with district needs.
- File insurance claims when appropriate.

5. Property

- Maintain efficient procurement system for requisitioning, purchasing and paying for supplies, materials and equipment.
- Adhere to the legal requirements for competitive procurement of property, facilities, supplies, and equipment.
- Assist in determining the supply and equipment needs of the school district.
- Properly dispose of obsolete and surplus district property.
- Continuously monitor purchasing.
- Monitor credit/purchasing card practices and procedures.
- Submit bills to Board for payment approval.
- Monitor receipt of goods and services and submit payment for invoices on a timely basis.

6. Ancillary Services

- Administer and monitor food service operations and make adjustments as needed.
- Follow federal and state guidelines of the free and reduced meal program.
- Administer and monitor student transportation program that adheres to legal requirements and make adjustments as needed.
- Manage printing/copying operations.
- Swimming Pool Committee administrative representative.
- Responsible for the Hazardous Transportation Plan.
- Member of Safety Committee.

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