



Fabens Independent School District

821 NE "G" Avenue ♦ P.O. Box 697
Fabens, TX 79838
Phone: (915) 765-2600 ♦ Fax: (915) 764-2968
www.fabensisd.net

POSTING #359

Director-Business and Finance CENTRAL OFFICE

Primary Purpose

Serve as Director of Business and Finance, responsible for oversight of all financial and business affairs of the district. Provide leadership for the district's financial services activity to ensure legally sound and effective management practices. Direct and monitor the management and investment of all district funds and ensure they are adequately protected. Serve as Director-Business and Finance and Budget Advisor to the Superintendent and Board of Trustees.

Minimum Qualifications

- Bachelor's degree in business, accounting, or other related field
- Eight (8) years of administrative or school business management experience in the fields of finance or accounting and experience in leading and managing teams

Preferred

- Master's degree in a Business related field or educational administration
- Knowledge of financial applications as related
- Knowledge/experience with a Student Information System, (SIS)
- School District or public sector environment

Special Knowledge / Skills

- Advanced knowledge of school finance, budgeting, accounting systems, and economics
- Knowledge of information/data processing systems and financial applications
- Ability to resolve conflict, listen, and appropriately respond to concerns
- Demonstrated leadership skills
- Ability to manage budget and personnel
- Excellent communication, public relations, and interpersonal skills

Location of Assignment: Business Office/Central Office
Salary: \$81,120.44– \$116,733.52
Employment Days: 226
Posted: October 26, 2020
Deadline: OPEN UNTIL FILLED
Human Resources Contact: Audry Ortegon-Galvan Phone: 915-765-2600 (ext. 2107)

NOTICE: If you are selected for a job with Fabens ISD, your immediate supervisor will be contacted prior to a final employment offer being made.

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

**Applicants for all positions are considered without regard to race, color, sex (including pregnancy), national origin, religion, age, disability, genetic information, veteran or military status, or any other legally protected status. Additionally, the district does not discriminate against an applicant who acts to oppose such discrimination or participates in the investigation of a complaint related to a discriminating employment practice.*

HR USE
PCN# 1493



Job Title: Director of Business and Finance

Exemption Status: Exempt/Professional

Reports to: Superintendent

Pay Grade: 6

Dept./School: Central Office

Date Revised: October 19, 2020

Primary Purpose:

Serve as Director of Business and Finance, responsible for oversight of all financial and business affairs of the district. Provide leadership for the district's financial services activity to ensure legally sound and effective management practices. Direct and monitor the management and investment of all district funds and ensure they are adequately protected. Serve as Director of Business and Finance and Budget Advisor to the Superintendent and Board of Trustees.

Qualifications:

Education/Certification:

Bachelor's degree in business, accounting, or other related field

Eight (8) years' experience in administrative, business management, finance, accounting or a public organization

Experience in leading and managing teams

Preferred:

Master's degree in a Business related field or educational administration

Knowledge of financial applications as related

Knowledge/experience with a Student Information System, (SIS)

School District or public sector environment

Special Knowledge/Skills:

Advanced knowledge of school finance, budgeting, accounting systems, and economics

Knowledge of information/data processing systems and financial applications

Ability to resolve conflict, listen, and appropriately respond to concerns

Demonstrated leadership skills

Ability to manage budget and personnel

Ability to implement policy and procedures

Ability to interpret data

Excellent communication, public relations, and interpersonal skills

Knowledge of operations management

Major Responsibilities and Duties:

Fiscal and Operations Management

1. Ensure preparation and integrity of all district general accounting records and related financial reports using accepted standards for school accounting as prescribed by the Texas Education Agency.
2. Develop long-range and short-term objectives for district's business operations and prepare district budget. Monitor budget variances and oversee budget adjustments.
3. Act as financial advisor to the superintendent and board of trustees and keep them informed of the financial condition of the district.
4. Maintain the district's investment portfolio. Supervise and coordinate the investment of all available funds to the best interest of the school district and ensure that these funds are adequately protected against loss at all times.
5. Ensure that all financial obligations of the school district (accounts payable, notes payable, bonded indebtedness, and payroll) are met on a timely basis.
6. Implement and maintain internal control procedures to ensure the safeguarding of assets and reliability of accounting data and to promote operational efficiency and ensure adherence to prescribed procedures.
7. Oversee the auditing program for all district funds and work cooperatively with the district's independent and internal auditors in conducting periodic audits.
8. Administer the business office budget and ensure that programs are cost effective and funds are managed prudently.
9. Oversee the management of all assigned departments within the District.

Policies, Reports, and Law

10. Review and recommend appropriate policies, administrative regulations, and administrative practices for the areas supervised.
11. Implement the policies established by federal and state laws, State Board of Education rule, and local Board policy in the areas assigned.
12. Compile, maintain, and file all physical and computerized reports, records, and other documents required including preparing and evaluating monthly financial statements and related budget reports, preparing quarterly and final reports for all federal funds and grants, developing semi-annual financial information for submission of data to TEA, and preparing and publishing comprehensive annual financial report in compliance with Texas Association of School Business Officer (TASBO) standards.
13. Responsible for preparing the district's annual financial statements, have its annual financial statements audited by a licensed independent CPA firm, and submit the resulting audited annual financial and compliance report (AFR) including additional data to the Texas Education Agency (TEA) for review.

Budget

- 14. Develop and administer District budget and budgeting processes based on documented needs and ensure that operations are cost effective and funds are managed prudently.
- 15. Responsible for preparing a proposed budget covering all estimated revenue and proposed expenditures of a district for the following fiscal year. Ensure that the budget is prepared in accordance to generally accepted accounting principles, rules adopted by the State Board of Education (SBOE), and adopted policies of the board of trustees.

Personnel Management

- 16. Select, train, evaluate, and supervise department staff and make recommendations relative to assignment, retention, discipline, and dismissal.
- 17. Develop training options and improvement plans for business department staff to enhance the effectiveness of department operations.
- 18. Ensure that safety standards are maintained in conformance with federal, state, and insurance regulations and a district-wide preventive safety program is developed and implemented.

Communication

- 19. Attend board meetings and make presentations when appropriate and/or requested.
- 20. Ensure that established goals and expectations related to district operations are communicated clearly, consistently, and in a timely manner.

Supervisory Responsibilities:

Supervise, evaluate, and recommend the hiring and firing of business office personnel and assigned district departments.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard office equipment including personal computer and peripherals

Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

Motion: Repetitive hand motions, frequent keyboarding and use of mouse; occasional reaching

Lifting: Occasional light lifting and carrying (less than 15 pounds)

Environment: May work prolonged or irregular hours; occasional districtwide and statewide travel

Mental Demands: Work with frequent interruptions; maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by _____ Date _____

Received by Human Resources _____ Date _____