

Texas City Independent School District

P.O. Box 1150 Texas City, Texas 77592

Human Resources

(409) 916-0107

Assistant Superintendent of Business and Operations

Job Description

March 2017

Exemption Status/Test: Exempt

Reports to: Superintendent of Schools

Term: 226 Days

Qualifications:

Education/Certification: Master's degree in a business-related field or educational administration.

Certified Public Accountant

Experience: Five years' experience in school business management or public organization

Special Knowledge/Skills:

- Advanced technical knowledge of school finance, budgeting, accounting systems, and economics.
- Working knowledge of financial applications and accounting.
- Strong communication, public relations, and interpersonal skills.
- Ability to use personal computer and software to develop spreadsheets, perform data analysis, and do word processing.
- Ability to implement policy and procedures.
- Ability to interpret data. Ability to manage budget and personnel.
- Ability to coordinate district functions.

Major Responsibilities and Duties:

Fiscal Management

1. Keep the superintendent informed on the business affairs of the district.
2. Evaluate accounting procedures, systems, and controls in all district departments and recommend improvements in their design, implementation, and maintenance.
3. Maintain a continuous auditing program for all funds and assist the district's independent and internal auditors in conducting the annual or periodic audit.
4. Ensure that accounting systems comply with applicable laws and regulations including Texas Education Agency Bulletin 679 and Financial Accounting Manual.
5. Develop period cash flow analysis to aid in determining cash available for investment and payment of bills.
6. Maintain the district investment portfolio.
7. Oversee preparation of monthly bank reconciliations for the operating, special revenue, debt service, construction, tax, cafeteria, and athletic accounts; review reconciliations of vendor and payroll clearing accounts.
8. Prepare and enter all budget adjustments, additions, and deletions.
9. Review and approve all purchase orders and check requests and maintain control of budget by verifying availability of funds.
10. Assist in the preparation of the budget and development of long- and short-range objectives for the business operations of the district.
11. Plan and conduct needs assessments for improvement of district business operations.

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12. Work with district personnel to project student enrollments, staffing needs, building and facilities needs, energy needs, capital equipment needs, and other cost items for district and individual school improvement.
13. Administer the business office budget and ensure that programs are cost effective and funds are managed prudently.
14. Provide leadership to achieve cost-effective practices throughout the district.
15. Ensure that business operations support the district's goals and objectives
16. Personnel Management
17. Prepare, review, and revise business department job descriptions.
18. Develop training options and/or improvement plans to ensure exemplary business operations.
19. Evaluate job performance of employees to ensure effectiveness.
20. Recruit, train, and supervise personnel and make sound recommendations relative to personnel placement, assignment, retention, discipline, and dismissal.

Community Relations

21. Demonstrate awareness of district and community needs and initiate activities to meet those needs.
22. Other duties as assigned.

Supervisory Responsibilities: Supervise and evaluate the performance of risk manager, accounts payable supervisor, accountant, purchasing supervisor, payroll supervisor, and tax collector.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved by _____ Date _____

Reviewed by _____ Date _____