



# LAKE HAVASU UNIFIED SCHOOL DISTRICT #1

## Human Resources Department

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<b>Position Title:</b>	Director of Business Services	<b>Location:</b>	Business Services
<b>Reports To:</b>	Superintendent	<b>Supervises:</b>	Department Personnel
<b>Classification:</b>	Certified	<b>Status:</b>	Full-time
<b>FLSA Status:</b>	Exempt	<b>Benefit Eligible:</b>	Yes
<b>Work Year:</b>	12 months	<b>Salary:</b>	see <a href="http://lhUSD.org">lhUSD.org</a> website

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### Qualifications

- Any Combination equivalent to:
- Master's degree in finance, business, accounting, or public administration or CPA preferred.
- Bachelor's degree in finance, business, accounting, public administration or related field and five years increasingly responsible experience in public school district auditing, budgeting, payroll and administration or
- The equivalent combination of experience and education that demonstrates the knowledge and skills to perform the duties of the position. Increasingly responsible experience in public accounting or public school business administration with at least four (4) years at a management level in a complex computerized environment.
- Preference will be given to applicants with experience in public school auditing, business administration.
- IVP fingerprint clearance card through AZ Department of Public Safety

### Function

- To administer the business and support services of the district.

### Responsibilities and Requirements

#### BUDGETING

- Responsible for the preparation and presentation of district budget.
- Responsible for the establishment of procedures to ensure input from the school and/or department level.
- Responsible for meeting all statutory and regulatory requirements.
- Responsible for the interpretation and justification of the annual budget to the Board and Public.

#### PURCHASING/WAREHOUSING/DELIVERY

- Responsible for ensuring compliance with Board policy and state regulations dealing with bidding process.
- Responsible for establishing procedures to provide for receipt of supplies, equipment and textbooks.
- Responsible for establishing and supervising system of warehousing, inventory and distribution of supplies and equipment.
- Responsible for supervising the distribution of mail.

#### STAFF PERSONNEL

- Responsible for exercising appropriate responsibility of screening, hiring, assigning, evaluating and dismissing assigned staff.

#### ACCOUNTING

- Responsible for supervising the preparation of payroll and related reports.
- Responsible for supervising the accounts payable function.
- Responsible for supervising the data processing system.
- Responsible for supervising the accounting for all revenues received and expended.
- Responsible for controlling expenditure of funds.
- Responsible for investment of district funds.

#### INSURANCE/REAL ESTATE

- Responsible for planning and implementing district insurance programs.
- Responsible for managing district real estate.



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### **BUILDING AND GROUNDS**

- Responsible for administrating the maintenance program.
- Coordinating the district's construction program.

### **SUPPORTING SERVICES**

- Responsible for managing the district transportation program.
- Responsible for district food service program.

### **PROFESSIONAL GROWTH**

- Responsible to pursue personal and professional growth development.
- Responsible in remaining current and up-to-date in all matters pertaining to financial and business operations of the district.

### **ADMINISTRATIVE TEAM**

- Responsible for assisting in the development, implementation and interpretation of policies, regulation and procedures as they pertain to the position.
- Responsible for assisting the administrative team in the research, training, interpretation, planning, development, implementation, and evaluation of identified financial and support issues.
- Supports Administrative Team decisions, to the public and staff.
- Responsible for performing other job related duties as assigned by the Superintendent.

### **EFFECTIVE RELATIONSHIP WITH GOVERNING BOARD**

- Interprets and executes the intent of Board policy pertaining to Business Services.
- Supports Board policy and actions to the public and staff.
- Attends and participates in all meetings of the Board as required.

### **Physical Demands and Work Environment**

- Physical Effort
- Repetitive motion and eye strain through extensive utilization of computer hardware and software.
- May require lifting materials and supplies weighing up to 25 pounds.

### **EEOC**

Lake Havasu Unified School District provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetic information, veteran status, or any other characteristic protected by federal, state or local laws.

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This job description is intended to accurately reflect the position activities and requirements. Administrators and supervisors reserve the right to modify, add, or remove duties and assign other duties as necessary. It is not intended to be and should not be construed as an all-inclusive list of all the responsibilities, skills, or working conditions associated with the position.