

# Job Description

**Title:** Assistant Superintendent of Finance

**Reports To:** Superintendent

**Supervises:** Assigned staff members

**Evaluation:** Superintendent

## **Job Summary:**

Responsible for planning, organizing, and directing the operation and administration of the Business Services Department.

## **Qualifications:**

Masters degree in education with appropriate Kansas licensure.  
Experience in public school business administration and finances.

## **Performance Responsibilities:**

1. Initiates contacts with vendors relative to supply and equipment availability, invoices, purchase orders, and contracts.
2. Obtains and studies comparative prices and quotations.
3. Purchases by competitive bidding, informal quotations, and negotiation, and in compliance with Board policy, items of supply and equipment necessary for the operation of the school district.
4. Studies price trends and market conditions and keeps informed of sources of supply and new product developments.
5. Investigates quantity and quality of commodities purchased.
6. Prepares all bidding documents, including notice to bidders, instruction to bidders, specifications, and form of proposal.
7. Monitors all purchase requisitions to determine correctness of information, price extensions, and coding information.
8. Develops and maintains appropriate records, such as vendors' register, commodity register, and bidders' list.
9. Assumes responsibility for correspondence relating to school district purchasing activities.
10. Prepares for the Superintendent periodic reports relating to the purchasing function.
11. Assumes responsibility for the operation of perpetual inventory systems and central warehousing operations.
12. Directs the issuance of purchase orders and monitors the compliance of budgetary expenditures.
13. Formulate and implement accounting procedures that are in compliance with state and federal regulations and Board policies.
14. Evaluate the system of internal control and make any changes recommended by the district auditor and Governmental Accounting Standards Board.

15. Keeps abreast of federal and state regulations regarding school districts, including categorical aid programs and the standards for audits.
16. Prepares monthly and annual financial reports; including proof of cash analysis, control and documentation of cash receipts and disbursements.
17. Performs analytical review of general ledger accounts; including bond funds, payroll records, food service funds, and student activity accounts.
18. Reconcile all bank accounts on a monthly basis and make recommendations for the timing on investment of funds.
19. Work with the district's insurance committee with the selection of health, dental, and life insurance carrier(s).
20. Work with insurance vendor(s) to insure proper information is provided to all district personnel.
21. Work with insurance broker and vendors to resolve employee concerns.
22. Answer employee questions and concerns pertaining to benefits.
23. Explain district's benefit program to all new employees.
24. Demonstrates effective human relations and communication skills.
25. Complies with good safety practices.
26. Complies with all district rules, regulations, and policies.
27. Other duties as assigned.

**Physical Requirements/Environmental Conditions:**

Physical and emotional ability and dexterity to perform required work and move about as needed in a fast-paced, high-intensive work environment.