

## **SPEED JOB DESCRIPTION**

### **Job Title**

Director – Business & Finance/CSBO

### **Supervisor**

Superintendent

### **Job Title**

Administration

### **Salary Range**

Commensurate with experience

### **Qualifications**

- Appropriate certificate to function as a School Business Official
- Certification and/or Master's Degree in Education, Business Management or Accounting.
- Experience in one or all of the above fields.

### **Essential Duties**

- Assists the Superintendent in the development and management of the budget and continuous review of budget implementation.
- Functions as a resource for negotiations and as a member of the negotiation team.
- Establishes and supervises a program of accounting and the reporting on financial operations.
- Responsible for payroll, accounts payable, billing, accounts receivable, federal and state funds.
- Supervises and administers the preparation and filing of all federal, state, and/or other reports and claims (i.e. withholding, TRS, IMRF, annuity, credit union, and other deductions as required).
- Develops and administers a system of purchasing supplies and equipment and the maintenance of the equipment.
- Fiscal management of all contracts and/or contractual arrangements.
- Secures the various types of insurance.
- Serves as the liaison between SPEED, member districts, and other agencies, including the township treasurer, in all business and fiscal matters and provides technical assistance as appropriate.
- Prepares all contracts and bidding documents.

### **Job Responsibilities**

- Responsible for inventory management and control.
- Administers the food service contracts and program.
- Manages the data processing responsibilities of the business office.
- Supervises the development, implementation, and administration of all grants.
- Responsible for coordinating and preparing financial information needed for annual audit.
- Supervises and evaluates staff assigned to the business office (clerical, maintenance, and other staff as assigned).
- Coordinates and assists in the preparation of monitoring visits, including compliance reviews.
- Serves as the coordinator of the health and safety programs, including but not limited to the requirements of Hepatitis B program, ADA, etc.
- Accounts for all physical property belonging to SPEED by maintaining a physical inventory on property, supplies, equipment, and materials.
- Secures facilities for SPEED programs as needed.
- Serves as a member of the Leadership Team
- Assist in interpreting and enforcing all policies, rules, and regulations of the Cooperative.
- Establishes and maintains two-way communication designed to keep the internal staff and public informed of SPEED's activities and needs.
- Performs other duties as assigned by the Superintendent.

### **Skills/Competencies**

- Ability to read analyze and interpret documents including correspondence in print or electronic formats.
- Ability to establish and maintain effective working relationships with all members of the school community.
- Ability to communicate clearly and concisely in verbal or written form

- Ability to write reports as needed. The ability to effectively present information and respond to questions is required.
- Ability to perform essential duties within member school district requirements and SPEED policies.

**Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to...

- Sit, stand, talk and hear for extended periods of time, operate electronic equipment; and reach with hands and arms and will repeat actions with the same hand, arm or finger motion.
- Have vision abilities required include close vision, and the ability to adjust focus.
- To have regular lifting, carrying, bending, pushing, and/or pulling and significant finger dexterity actions.

**Ethics**

All district employees are expected to maintain a high level of ethical behavior and confidentiality of information regarding students, personnel, and all job related matters. In addition, all staff are expected to serve as a positive role model and work to ensure a safe building environment.

**Terms of Employment**

- 242 Days

**Evaluation:**

Evaluated pursuant to the Director of Business and Finance evaluation tool.

**Hiring Contact:** Human Resources Director – (708) 481-6100.

**ACKNOWLEDGEMENT FOR RECEIPT OF JOB DESCRIPTION**

I have received a copy of the Job Description and have read and understand its contents.

\_\_\_\_\_  
Employee Name (Please Print)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Human Resources Signature

\_\_\_\_\_  
Date