

**Wrightstown Community School District  
Business Services Director  
(Job Description)**

**Job Objectives**

- To promote the vision, mission, beliefs and expectations of the Wrightstown Community School District
- To administer the business affairs of the school district in such a way as to provide the best possible educational services within the constraints of the financial resources available

**Performance Responsibilities**

➤ Leadership

- Supervise the management of the financial affairs of the district. Establish methodology for the improvement of financial management of the school system, including budget methods, format, and fiscal accountability
- Stay current and assume responsibility for own professional growth and development through membership and participation in the affairs of professional organizations and through enrollment in advanced courses and seminars
- Participate as a member of the district's administrative team
- Identify potential and existing problems in the financial operation of the District and appraise the District Administrator of such problems and strategies for resolution

➤ Human Resource Management

- Provide information to new staff members relative to fiscal policy, budgetary procedures and the requisition and ordering of materials processes
- Assist in contract negotiations for all certified and non-certified staff
- Coordinate and process contract documents for all certified and non-certified personnel
- Determine and implement an efficient payroll procedure that meets all federal, state and local requirements

➤ Business and Finance

- Develop budget guidelines, coordinate preparation of the budget, prepare analysis of budget requests and program proposals, and arrange for the completion of budget documents for review by the District Administrator and Board of Education
- Coordinate with the District Administrator, the presentation of, justification for, and preparation of additional analysis required to understand the budget proposal for action by the board
- Implement the approved budget, including the recommendation of administrative reallocation of funds when appropriate; audit and recommend approval for all school district claims and bills; ensure the maintenance of proper records for receipting and expending funds
- Develop and implement long-range planning, short and long-range borrowing, and investment programs for district funds
- Provide oversight for contracted service agreements in school nutrition, transportation, and building and grounds
- Develop appropriate programs of financing for the construction and renovation of physical facilities
- Supervise the on-line computer financial information system for all business office related financial transactions
- Supervise the compiling and auditing of all tax reports, retirement reports, individual annuities and insurance payments and all financial reports and statistics related to the final budget to the Department of Public Instruction and other state and federal agencies
- Provide for the administration of all district insurance including health, dental and life, liability, workers compensation, property, and retirement STRS WRS

- Prepare all documentation for the school audit and the implementation of its recommendations
- Prepare and monitor periodic financial summaries for building principals, athletic director, District Administrator and board
- Coordinate, document, and complete reporting requirements for District ESSA grants and any other Federal, State, or program acquired grants

➤ Communications

- Respond to concerns of parents, students, citizens, and staff to increase understanding of policies and practices to keep them informed and involved with the school finances
- Develop positive relationships with staff, agencies of the community and other educational organizations

➤ Community Relations

- Represent the district at local, state and national meetings and conferences that relate to program improvements in the area of business practices
- Maintain liaison with the school attorney, local business leaders, county and state officials in the performance of all financial functions required to assume sound fiscal management of the school district

➤ Other Responsibilities

- Perform any and all other duties prescribed by the District Administrator

**Reports To**

- District Administrator

**Qualifications**

- Bachelor's Degree or Equivalent Education / Experience
- Educational and Legal requirements for certification as a Business Official as established by Wisconsin Statutes and the Wisconsin Department of Public Instruction
- Knowledge of and experience with Wisconsin school finance, equalization aid, revenue limits and financial record-keeping and reporting systems

**Evaluation**

- Annual written evaluation to be completed by the District Administrator based on state and district expectations

*Adopted: 12/20/06*

*Reviewed:*

*Revised: 12/17/14, 2/15/17, 1/16/23*