



## Kalamazoo Regional Educational Service Agency Job Description

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<b>Job Title:</b>	Director of Business Services
<b>Reports To:</b>	Deputy Superintendent
<b>FLSA Status:</b>	Exempt
<b>Prepare By:</b>	Human Resources
<b>Approved By:</b>	HN
<b>Prepared Date:</b>	11/2012
<b>Last Revised Date:</b>	11/2012

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### **Summary:**

Assumes the responsibility for planning, organizing, coordinating, directing, and monitoring all aspects of KRESA's Business Office, the financial operations of the District, including accounting, payroll, financial reporting/systems, budget, cash management, grant compliance and other finance related functions, and oversight of KRESA's LEA Services department.

### **Essential Duties and Responsibilities:**

- Works under the general guidance of the Deputy Superintendent in administering the planning and evaluation of functions of the Business Office.
- Attends Board of Education meetings and reports the financial position of the District(s) and other financial matters
- Attends MSBO ISD Committee meetings on a monthly basis
- Continually evaluates internal controls and systems/procedures to ensure the effective and appropriate utilization of district resources in administering the financial management function.
- Provides all accounting services essential to the preparation, administration, supervision, and control of the budget
- Meets with department administrators in development of the budget
- Prepares, administers and monitors general ledger journal entries and work papers for auditors
- Responsibility for all audits and monitoring visits
- Oversees financial reporting for the Board of Education, State, Kalamazoo RESA Foundation, grants and audits
- Reviews payroll and accounts payable expenditures for reasonableness, coding, and proper allocation of all fringe benefits
- Prepares analysis on salaries and detail report on total compensation
- Coordinates payment to/from districts for EFE, EFA & Special Education consortiums
- Interfaces with the Data Processing Department with respect to the development and maintenance of computer systems to assure the effective utilization of software, hardware, and resources in the processing of information related to the financial management function
- Evaluate and prepare performance appraisals on all Business Office staff
- Consults regularly with the Deputy Superintendent and other appropriate district personnel on questions relating to the district's business and financial concerns
- Regular and consistent attendance
- Other duties as assigned

*Must have knowledge of and comply with the policies and procedures contained in the Kalamazoo RESA handbook.*

**Education and/or Experience:**

Bachelor's degree in Accounting, Business Administration, Finance or closely related discipline; three to five years related professional experience in a financial management position. Master's Degree or CPA preferred.

**Certificates, License, Registration:**

MSBO Certification (CFO) preferred

**Other Skill & Abilities:**

Effectively present information in front of groups and engage in audience  
Ability to communicate effectively including listening  
Delegates work assignments as appropriate  
Keep administrator abreast of department activity  
Works in a team oriented fashion  
Ability to efficiently use computer and applicable software  
Ability to problem solve  
Ability to read, analyze and interpret data  
Ability to write reports, correspondence, policies and procedures  
Maintains confidentiality  
Displays willingness to support and make decisions with sound judgment in timely manner  
Develops strategies to achieve department goals  
Performs duties as workload necessitates  
Adapts to frequent changes in the work environment  
Uses equipment and materials properly  
Practices safe work habits

**Supervisory Responsibilities:**

Supervision of accountants, supervisors, and support staff within the business office and LEA services group. Carry out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; addressing complaints and resolving problems.

**Physical Demands:**

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee is frequently required to reach with arms and hands, stand, walk and sit. The employee must frequently lift and/or move up to ten pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, depth perception and ability to adjust focus.

**Work Environment:**

The noise level in the work environment is usually quiet.

The employee shall remain free of any alcohol or nonprescribed controlled substance in the workplace throughout his/her employment in the District.

It is the policy of Kalamazoo Regional Educational Service Agency that no discriminating practices based on gender/sex, sexual orientation, race, religion, height, weight, color, age, national origin, disability or any other status covered by federal, state or local law be allowed during any program, activity, service or in employment. The following positions at Kalamazoo RESA have been designated to handle inquiries regarding the nondiscrimination policy. Human Resources Director, Tom Zahrt; Assistant Superintendents: Margaret McGlinchey & Laurie Montgomery. Contact information: 269-250-9200, 1819 E. Milham Avenue, Portage, MI 49002.