



METROPOLITAN EDUCATION DISTRICT (MetroED)
HUMAN RESOURCES
760 HILLSDALE AVE.
SAN JOSE, CA 95136

ANNOUNCEMENT OF A CLASSIFIED MANAGEMENT VACANCY

DIRECTOR OF BUSINESS SERVICES

September 10, 2021

WHO MAY APPLY: District is seeking an innovative, high-energy person to be part of the MetroED District! See job description.

POSITION: **Director of Business Services**
Classification: Classified Management-Full Time Position-FTE 1.0
Range: 24 (\$116,199 - \$132,497) per year
Work year: 12 months (260 days) – Position Control # 142007

SCHEDULE: Monday – Friday / 8:00am – 5:00pm

LOCATION: **MetroED – Superintendent’s office**
760 Hillsdale Ave. building 400, San Jose, CA 95136

REPORTS TO: CBO

REQUIREMENTS: **Education:** Bachelor’s Degree preferred with a major in accounting or business administration preferred
Experience: Five (5) years of supervisory, management and professional accounting experience in public school business or closely related field.

HOW TO APPLY: Visit www.edjoin.org and submit: A cover letter, a resume and three (3) current letters of recommendation (within a year).

DEADLINE: September 24, 2021 by 11:59pm

START DATE: October 4, 2021

CONTACT: Susan Nakahira – HR Analyst for questions at (408) 723-6435
snakahira@metroed.net

**MetroED is an Equal Employment Opportunity Employer and a Joint Powers Agency
Background investigation will be conducted**

Metropolitan Education District
Director, Business Services



MetroED is an Equal Employment Opportunity Employer and a Joint Powers Agency
 The Governing Board is committed to providing equal opportunity for all individuals in education. District programs, activities, and practices shall be free from unlawful discrimination, including discrimination against an individual or group based on race, color, ancestry, nationality, national origin, ethnic group identification, age, religion, marital, pregnancy, or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity or expression, or genetic information; a perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics.

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Location:	Metropolitan Education District (MetroED) 760 Hillsdale Avenue, San Jose CA 95136
Reports To:	Chief Business Official
Classification:	Classified Management
Date Approved:	10/09/2019
Dates Revised:	
Position Control:	#142007, Salary Schedule 5, Range 24, 12 Month Work Year

DEFINITION

Under direction of the Chief Business Official, the Director of Business Services plans, organizes and supervises the accounting and purchasing office and staff. This position is responsible for the overall ledger and budget of the district.

During the regular course of work may have access to or gain information regarding privileged information. Privileged information may include student and/or parent information as well as information regarding fellow employees. It is expected that this position will not release any privileged information about students, staff, labor relations or any topic properly confined to a closed session of the Board.

AREAS OF RESPONSIBILITY/DUTIES Essential

Functions:

- Oversees and directs operation of the District’s accounting, budgeting, and payroll procedures as well as the general ledger transactions for the district
- Oversees and prepares the District’s budget and Interim Reports
- Prepares specialized financial forecasts and statistical reports to be used by the district administrators, auditors, and Local/Federal/State Agencies
- Interfaces collaboratively with outside governmental and other agencies
- Coordinates, organizes and participates in staff and departmental meetings
- Identifies and solves problems related to fiscal accountability
- Initiates and/or approves authorization for payment, journal vouchers, expenses, budget transfers and affidavit record of deposits
- Reviews periodical Federal, State and other tax reports

- Prepares or supervises the preparation of quarterly unemployment and disability reports
- Completes the annual reconciliation of earnings for W-2 processing
- Prepares annual tax reports and transmittals
- Prepares claims, grant reports, cost studies and other financial reports as required
- Participates in and leads trainings related to software development and enhancement, changes to procedures and best practices within the business department
- Maintains and supervises the retention and destruction of records
- Interfaces with the County Office of Education
- Monitors and tracks District assets and calculates depreciation for capitalized assets
- Monitors and tracks donations, disposals and obsolete equipment
- Arranges for audits of the District's records; furnishes and interprets information required by the independent auditor employed by the Governing Board

Essential Functions (continued):

- Supervises, and assists in the hiring and evaluation of business office employees
- Coordinates, interfaces and collaborates with other departments and community members
- Reviews and approves the release of payroll, benefits and other disbursement of funds
- Responsible for oversight and maintenance of position control
- Plans, implements and directs the District's investment program
- Interprets and adheres to accounting standards as defined in the California School Accounting Manual, Governmental Accounting Standards Board and Generally Accepted Accounting Principles
- Adheres to Board Policies, California Education Code, Government Code, County Office oversight procedures, the California Audit Guide and all statutes governing school business procedures and practices

Additional Responsibilities

- Establishes and maintains cooperative and effective working relationships with staff, students, parents, community members and others contacted in the course of work
- Duties may require access to and possession of information regarding a variety of confidential issues relating to employer/employee relations
- May assist in the preparation of documents relative to employer/employee relations and employee grievances
- Prepare, develop and present financial information relating to negotiations, serve as a member of the District's negotiating team as warranted
- Attends Governing Board meetings

EMPLOYMENT STANDARDS

Knowledge of:

- California state school finance laws and regulations as they relate to school districts, preferably, CTE, ROC/Ps and Adult Education programs
- Governmental budget, accounting and other fiscal principles and practices
- Accounting and auditing control procedures and methods
- Financial analysis, control and research procedures
- California School Accounting Manual and Standardized Account Code Structure
- State and Federal financial reporting and software
- Principles and practices of public administration and data processing

- Supervision and evaluation methods and best practices

Ability to:

- Plan, organize, and control the accounting, attendance, auditing and financial program of a school district
- Direct and supervise the recording, auditing and interpretation of District financial transactions
- Research, prepare, present and interpret data and financial reports
- Plan, organize, assign, evaluate and supervise the work of staff
- Interpret and apply Education Code and District policies with good judgment
- Make complex calculations with accuracy
- Analyze complicated situations and recommend effective courses of action
- Deal effectively with a wide variety of personalities and situations requiring Professionalism, diplomacy, friendliness, poise and firmness;
- Meet deadlines
- Make independent decisions on behalf of the administration as needed
- Maintain confidentiality

MINIMUM QUALIFICATIONS:

Specific knowledge required to satisfactorily perform the functions of the job include:

Experience:

Five (5) years of supervisory, management, and professional accounting experience in public school business or closely related field

Education and Credentials:

- Graduation from a four (4) year college and Bachelor's Degree preferred with a major in accounting or business administration preferred
- Additional postgraduate courses in the area of business administration, financial management, economics or a related field desired
- CASBO Certifications (Preferred) o Director of Fiscal Services
 - o School Business Professional III

License:

Must possess a valid California Driver's License and/or be able to provide own transportation in conduct of work assignments.

Expectations:

The District places a high value on employees that are enthusiastic, cooperative, resourceful and knowledgeable, possess and display a strong work ethic and a customer-service and positive attitude. Employees are expected to understand and support the District's mission, strategic objectives, policies and goals.

PHYSICAL REQUIREMENTS:

Incorporated within one or more of the essential functions of this job are the following essential physical requirements

Metropolitan Education District
Director, Business Services



- Incumbents regularly stand and sit for long periods of time
- Walk short distances on a regular basis
- Operate a computer keyboard or other office and technical equipment
- Reach with hands and arms, bend, twist, stoop, kneel, or crouch; speak clearly and distinctly over telephones and to provide information
- See to observe students and to read fine print and operate computer; hear and understand voice over telephone and in person
- Lift materials weighing up to 25 pounds and move and transport materials weighing up to 30 pounds

Date: _____

Signed: _____
Employee Signature