

BUSINESS SERVICES SUPERVISOR



Department:	Administrative Services
Reports To:	Senior Director of Administrative Services
Group/FLSA Status:	Program Specialist / Exempt
Revised:	11/12/2018

SUMMARY: *(Brief description summarizing the overall purpose and objectives of the position.)*

Supervises the daily operations of the Business Services team. Supports Business Services team by providing direction, coaching, and training to help assist member districts with accounting procedures, financial reporting and payroll processes. Schedules work and projects, reviews work performed, and tracks utilization. Suggests improvements or additions to services or processes. Makes day-to-day decisions within or for the Business Services department. This position will also provide training and assistance in the usage of the SMART systems accounting software.

ESSENTIAL FUNCTIONS: *(Typical tasks but not all inclusive – major duties of the position.)*

- Management and leadership of Business Services team;
- Lead and develop staff and work teams, including training and coaching to achieve team goals;
- Day-to-day work with all areas/departments to resolve issues;
- This includes team building, positive conflict resolution, customer service and process improvement;
- Assists members, members auditing firms, and outside agencies with financial services/calculations/ payroll services;
- Apply accounting and payroll skills by participating in cross-functional teams within your department;
- Assists members that wish to contract for long-term financial services to meet their needs;
- Provides training and develops training materials to keep members current with financial changes;
- Works directly with member districts on utilizing SMART Systems accounting software;
- Provides input on various employment functions such as recruitment, hiring, evaluation or termination;
- Evaluates staff; provides feedback and informs Senior Director of Administrative Services when corrective action is necessary;
- Provides good public relations and customer service with member districts, staff, parents and the general public;
- Enforces all policies and regulations;
- Regular and prompt attendance is essential;
- Performs other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES: *(Minimum competencies for job performance.)*

- Considerable knowledge and understanding of accounting/payroll procedures;
- Considerable knowledge of the Uniform Financial Accounting and Reporting System (UFARS), Generally Accepted Accounting Principles (GAAP) and school district finances;
- Ability to establish and maintain effective working relationships with school district staff and auditing firms;
- Ability to handle a variety of assignments or problems independently;
- Ability to read, summarize, and/or compare data;
- Ability to communicate effectively, both verbally and in writing, with school district staff and auditing firms;
- Ability to present information to small groups and large groups;
- Ability to write clearly and concisely;
- Ability to use modern office equipment and Microsoft Office applications, proficient in Excel.

EDUCATION AND EXPERIENCE: *(Minimum level of education and experience required.)*

- Bachelor's Degree and minimal experience in a job-related field OR equivalent combination of education, training, and experience in a job-related field that enables performance of all aspects of this position.

LICENSES, CERTIFICATES, AND REGISTRATIONS: *(Minimum required to perform the job.)*

- Valid Driver's License.

SUPERVISION: *(Level of supervision received and supervision exercised/size of group supervised.)*

- Work is performed under supervision of the Senior Director of Administrative Services.
- Direct supervision of Business Services team consisting of a small group of individuals.

WORKING CONDITIONS: *(Physical/sensory requirements and environmental conditions.)*

- Business travel is required.
- Work may require long hours including early morning, evening, and weekend activities.
- Work is performed year round.
- This is sedentary to light work requiring the exertion of up to 25 pounds of force occasionally, and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body, and a negligible amount of force constantly to move objects; work requires stooping, reaching, standing, walking, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information through normal spoken word; visual acuity is required for preparing and analyzing written or computer data, inspections involving small defects and/or small parts, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions and may be exposed to bloodborne pathogens.

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned. The physical demands and work environment describe here are representative of those that must be met or will be encountered while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This job description does not constitute an employment agreement between SWWC and employee and is subject to change by SWWC as the needs and requirements of the position change.