



## STUDENT SERVICES DEPARTMENT (SSD) BUSINESS MANAGER

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### Position Summary

The Student Services Department (SSD) Business Manager performs and supervises all budget and accounting activities within SSD including oversight of the department's budget, contracting, grants, analyses, reporting, and financial operations. The position is responsible for ensuring appropriate internal controls exist and are operating as expected, developing and implementing department financial policies and procedures, ensuring integrity, accuracy, and control of data, and controlling the expenditure of funds. The position is also responsible for the daily planning and directing of financial activities, including financial and personnel monitoring systems, program and project budgets, cost estimates, revenue and expenditure projections, state reporting, payroll, accounts payable and receivable activities, and for identifying financial issues and implementing solutions, developing fee structures and rate models, and administering grants and contracts. This position supervises, hires, and evaluates an Accounting Clerk III responsible for payroll, Independent Contractor Agreements (ICA), and accounts payable functions.

### Supervisory Relationship

This position works independently and most of the work is self-generated and self-reviewed, subject to established benchmarks or outcome measures provided by the department director. The position reports to the Student Services Director and consults as needed to clarify expected results and for advice.

### Essential Functions

1. Develop, implement and monitor department operating budgets:
  - Oversees, coordinates and implements the department's budget process.
  - Analyzes department resources and requirements in determining if funding levels are sufficient for program and staffing needs.
  - Proposes strategies and/or options for solving budget and funding issues.
  - Develops tools, formulas, and other methods for forecasting funds, allocating resources, and preparing and reporting budget information; projects ending fund balances.
  - Analyzes budget impact of proposed legislation, and Federal and State statutes pertaining to special education.
  - Analyzes budget impact of bargaining unit agreements, including resource requirements; establishes rate and/or allocation models for distribution of resources including, IEP Release, IEP and scheduling stipends, staff development, and leadership funds.
  - Analyzes impact of Lane Education Service District revenues and expenditures pertaining to transit dollars, Life Skills Consortium, and resolution services flex dollars

- funding for special education and related services, including students served residing both within and outside district 4J boundaries.
- Monitors and reviews budget impact of department financial activities; transfer budgets when necessary.
2. Provide oversight of department financial operations, including accounts payable, accounts receivable, payroll and purchasing activities:
    - Assesses department operating and/or accounting structures for effectiveness, internal controls, and compliance with district policies and procedures; implements improvements, modifications or corrective action as needed.
    - Develops accounting structure for recording, tracking and reporting revenues and expenditures.
    - Reviews and monitors expenditures for compliance with grant, purchasing, and contract requirements.
    - Develops schedules, spreadsheets, and other tools for staff use in recording and tracking financial data.
  3. Develop and administer department contracts and intergovernmental agreements:
    - Develops and/or negotiates contract language, rates, terms and conditions as needed.
    - Recommends contract adjustments or modifications to address operational, regulatory and/or other changes and concerns.
    - Ensures compliance with district policies and procedures.
    - Establishes funding formulas, tuition and related services rates, and billing and collections processes.
    - Develop, implement and/or administer department grants.
    - Prepares and/or facilitates the preparation of requests for qualification (RFQ), requests for proposal (RFP), grant applications/assurances, and proposed budgets for federal, state and local grants.
    - Develops grant budgets and/or spending plans.
    - Develops and implements accounting structure, systems and procedures to ensure compliance with grant and/or agency accounting and reporting requirements.
    - Monitors expenditures for compliance with state and federal use of funds.
    - Prepares draw downs, invoicing, and expenditure reports.
    - Provides IDEA reports and/or calculations for State reporting, including Early Intervening Services, Private School Services, Excess Cost, High Cost Disability, Estimate of Membership & Revenue, and Time & Effort.
    - Prepares budget entries and correcting journal entries.
  4. Provide professional and complex financial analysis
    - Prepares detailed fund analysis and financial forecasts.
    - Analyzes program budgets, operating costs, and staffing patterns.
    - Prepares FTE cost, variance, and trend analyses.
    - Advises staff on financial and budget related issues, strategies, and resource allocation.
    - Develops fee structures and rate models for SB550—High Cost Disability claims, and special education tuition and related services costs.

- Ensures compliance with Federal Special Education Maintenance of Effort requirements.
  - Provides financial consultation, strategies, analytical and technical assistance to department director and administrative staff.
  - Develops and modifies queries to capture accounting and staffing information from business system databases.
  - Serves as financial liaison to other departments, schools, staff, governmental agencies, and contractors; responds to requests for information.
  - Develops staffing formulas, projects special education enrollment, and prepares annual staffing worksheets.
5. Perform other related duties as assigned.

### **Required Knowledge, Skills and Abilities:**

1. Knowledge of principles and practices of public financial management, including governmental accounting, auditing, financial reporting, and procurement.
2. Knowledge of internal control structures and their application in governmental accounting functions.
3. Knowledge of Federal IDEA and Special Education Maintenance of Effort regulations and Oregon rules and procedures that govern the provision of special education funding; ability to research, interpret and apply Federal, State, and local laws, rules and regulations.
4. Skill in managing Federal, State, and local grants, contracts, and intergovernmental agreements.
5. Skill in preparing and administering a budget.
6. Ability to effectively communicate complex information clearly and concisely, both orally and in writing, to a variety of audiences.
7. Advanced capabilities in spreadsheet and data base query functions; ability to develop and prepare complex financial reports.
8. Skill in researching, analyzing and evaluating financial data, complex information or problems in an objective manner and presenting logical conclusions to provide a sound basis for establishment of priorities, selection of appropriate action or recommendations to others, and to resolve conflicts.
9. Ability to organize work and set priorities for accomplishing work in a timely and effective manner.
10. Ability to take initiative, think strategically, and to seek advice or support when needed
11. Ability to work effectively and collaboratively with other staff, employees and supervisors
12. Familiarity with human resource practices and processes.

### **Minimum Qualifications**

#### Education and Experience

- Requires a Bachelor's degree in finance, accounting, business administration or related field.
- At least five years of professional-level finance experience.
- At least two years of supervisory experience.
- Public sector experience preferred.

<b>ADDITIONAL INFORMATION</b>	
<b>Employee Unit</b>	4JA - Professional
<b>Pay Grade</b>	Grade 8
<b>Approved by</b>	Cydney Vandercar, Director of Human Resources
<b>Last revised</b>	October 6, 2017