**Please Post**

PROFESSIONAL OPPORTUNITY
Duval County Public Schools
1701 Prudential Drive, Jacksonville, FL 32207
Nikolai P. Vitti, Ed.D., Superintendent of Schools

<table>
<thead>
<tr>
<th>Salary Range</th>
<th>Post Date</th>
<th>Application Deadline</th>
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<tbody>
<tr>
<td><strong>$88,000</strong></td>
<td>September 17, 2014</td>
<td>September 30, 2014</td>
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<tr>
<td>$110,000</td>
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<td>$132,000</td>
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**Job Title:** Executive Director, Business Services
**Department:** Administration
**Reports to:** Chief Financial Officer
**Supervises:** Director, Business Services; Secretary IV
**Work Year:** 12 months
**Supervises:** Director, Business Services; Secretary IV
**FLSA Status:** Exempt
**Pay Scale:** DA
**Pay Band:** 12
**Union Status:** Exempt

**Date of Last Revision:** 10/8/13
**Date Board Approved:**

**Job Summary**

Leads and plans assistance for the development and maintenance of effective service programs in the Business Services.

**Essential Functions**

1. Leads, directs, and manages Business Services operations; recruits, selects, orients, trains, coaches, counsels, and disciplines staff. Plans, monitors, appraises, and reviews staff job contributions to planning, development, delivery, follow-up, and evaluation of Instructional Services. **Percent of Job:** 20%

2. Ensures that all phases of business services/finance department are in accordance with Florida Statues, State Board of Education Rules and Duval County Public Schools Policies. Interprets District programs and policies related to financial matters. **Percent of Job:** 10%

3. Oversees the development of procedures and practices to efficiently record, summarize, report, and analyze results of fiscal transactions using current software and state-of-the-art technology. **Percent of Job:** 10%

4. Provides accurate, timely financial information for fiscal management of the Duval County Public Schools. **Percent of Job:** 10%

5. Manages establishment and maintenance of procedures and internal controls for accounting, payroll and accounts payable procedures. **Percent of Job:** 10%

6. Oversees the functionality and operational effectiveness of the Finance/Business **Percent of Job:** 10%
Services department.

7. Oversees generation of monthly and annual financial statements. Oversees preparation of financial reporting and analysis.  

8. Informs Chief Financial Officer on the financial matters of the School District, and potential problems or unusual events, through appropriate channels and protocol.  

9. Leads and guides development of annual goals and objectives. Assists with implementation of District goals and strategic commitments. 

10. Performs other duties as assigned.

Qualifications

Education: Master’s degree from an accredited college or university. CPA may be substituted for Master’s Degree.

Experience: Three (3) years experience in fiscal management with an emphasis in budget, auditing, or internal controls. Experience in school district business administration preferred.

Certifications & Licenses: NA.

Knowledge, Skills, and Abilities (KSAs)

- Knowledge of fundamentals of accounting and budgeting
- Knowledge of district, state, and federal policies, guidelines, laws, and rules related to fiscal management
- Knowledge of Generally Accepted Accounting Principles
- Knowledge of Governmental Accounting Standards Board manual Financial
- Knowledge of Program Cost Accounting
- Knowledge public school administration
- Knowledge of business management and accounting
- Knowledge of organizational behavior
- Strong knowledge of organizational behavior
- Strong knowledge of strategic goal setting process
- Strong policy formulation skills
- Strong executive level communication skills
- Strong business acumen skills
- Strong oral, written, and interpersonal communication skills
- Strong supervisory management skills
- Strong budget development and management skills
- Strong presentation skills
- Strong negotiation skills
- Strong creative problem solving skills
- Strong time management skills
- Strong organizational skills
- Strong word processing, spreadsheet, presentation, and database software skills
- Ability to be an effective leader and manager of a multi-functional operation
• Ability to exercise sound independent judgment
• Ability to set strategic goals
• Ability to work in stressful environment
• Ability to design workflows and procedures
• Ability to analyze complex data
• Ability to develop and manage budgets
• Ability to effectively facilitate meetings
• Ability to manage team activities
• Ability to implement continuous improvement processes

Please apply online and attach your letter of interest and resume at:

www.duvalschools.org.

Andrew McCrimmon, Executive Director, Human Resource Services

* All applicants will be held responsible for obtaining proper certification or providing evidence that they have completed all state requirements for certification prior to employment.

** Placement on the administrator salary schedule will be determined by current district salary placement procedures. A new employee will be placed at step 1 or at a higher step if prior experience is directly related to the position responsibilities, up to the midpoint of the salary range.

*** The district reserves the right at any time to extend the deadline without consideration of any pending application.

An Equal Opportunity/Affirmative Action Employer

The Duval County Public School System does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services.