

BETHLEHEM AREA SCHOOL DISTRICT
Bethlehem, Pennsylvania

TITLE: Assistant to the Superintendent for Finance and Administration

REPORTS TO: Superintendent of Schools

JOB SUMMARY: Serves as a member of the superintendent's cabinet. Directs specified noninstructional areas supporting instruction and provides for the financial and risk management of the school district.

PRIMARY DUTIES AND RESPONSIBILITIES:

1. Reads and abides by the Pennsylvania School laws and regulations, Federal and State laws, and regulations governing educational and civil rights of students and others, Child Protective Services Act, the policies of the Board of Education, administrative manuals, and the terms of the Collective Bargaining Agreement.
2. Communicates clearly, concisely, and effectively, both orally and in writing, with the administrative staff, professional and support staff, students, parents, and community.
3. Monitors the overall financial condition of the district.
4. Manages the day-to-day operations of the business office and all related areas of finance.
5. Develops business support department budgets and the school district's general fund budget.
6. Formulates policies and procedures to ensure proper internal controls and safeguards for financial resources.
7. Completes local, state, and federal reports by due dates.
8. Advises on matters related to debt and coordinates the issuance of debt.
9. Monitors risk management and obtains appropriate insurance coverage to protect assets of the school district and to shield individuals functioning on behalf of the district from liability.
10. Coordinates all collective bargaining activities, participates in negotiations when appropriate, and oversees the administration of all bargaining unit contracts.
11. Remains current on laws and regulations affecting the financial operation, transportation, and dining services of school districts.
12. Oversees the supply, equipment, service, and other acquisitions of the school district.
13. Manages the appropriate maintenance, storage, and retrieval of all district financial records.
14. Administers and manages transportation, dining service, and production departments.
15. Coordinates legal matters for the school district with the exceptions of personnel and special education.

16. Oversees employe benefit contract administration.
17. Coordinates the voluntary student insurance program and CHIPS.
18. Performs other duties as assigned by the superintendent of schools.

QUALIFICATIONS: Five (5) years experience as a Business Administrator and/or equivalent experience with business and administrative functions. Bachelor degree in business management, accounting, finance or a related field necessary. Knowledge of governmental accounting, payroll processing, PA school law, purchasing and accounts payable processes, risk-management programs, cash flow management, investment policies and procedures, and auditing procedures.

REQUIREMENTS: Requires a valid Pennsylvania driver's license; medical examination as per Pennsylvania law; valid criminal history check; child abuse clearance; and Federal Bureau of Investigation criminal history investigation (if necessary).

PHYSICAL DEMANDS: Frequent travel to school district offices, classrooms, and regional office. Ability to reach above and below the waist. Ability to use fingers to pick, feel and grasp objects. Some stooping, bending, kneeling, and twisting of the body required. Ability to lift and/or carry supplies and/or papers weighing no more than 10 lbs. Ability to mostly sit with some walking and standing or moving throughout the work environment.

SENSORY ABILITIES: Visual acuity and auditory acuity.

WORK ENVIRONMENT: Typical office/classroom environment. Subject to inside and outside environmental conditions

TEMPERAMENT: Must possess excellent interpersonal skills, ability to work in an environment with frequent interruptions and to make judgments and work under high level of stress.

COGNITIVE ABILITY: Ability to communicate effectively, to organize tasks, to handle multiple tasks and to exercise good judgment.

SPECIFIC SKILLS: Must possess leadership skills and supervisory skills. Must possess computer skills. Ability to operate various office equipment. Must possess active listening skills and conflict mediation skills.

CLASSIFICATION: Professional staff; Cabinet level position; 12 month classification. Cabinet Code – A.

EVALUATION: Performance of the job will be evaluated annually in accordance with the Board's policy on evaluation.

(Reasonable accommodations may be made to enable a qualified individual with a disability or disabilities to perform the primary duties and responsibilities of the job.)