

WATERTOWN UNIFIED SCHOOL DISTRICT

Vacancy Notice

DIRECTOR OF BUSINESS SERVICES

- POSITION GOAL:** To provide financial accountability in support of meeting the District's education goals and mission.
- START DATE:** July 1, 2017. The selected candidate will have the opportunity to work with the current Director of Business Services through the first week of September.
- REPORTS TO:** Superintendent
- WORK LOCATION:** Educational Service Center (ESC)
- QUALIFICATIONS:** Qualifications the district prefers for in this position include:
- Experience in business management and/or administration;
 - Previous accounting experience;
 - Familiarity with the Department of Public Instruction's Wisconsin Uniform Financial Accounting Requirements (WUFAR) accounting system;
 - Knowledge of Governmental Accounting Standards Board (GASB) accounting structure;
 - Four year degree and possessing the DPI Business Manager licensure (5008);
 - Familiarity with ALIO financial system a plus.
- RESPONSIBILITIES:** The following include some, but not all, responsibilities related to this position:
- Serve as the chief financial officer, managing the finances of the District, ensuring the District meets all federal, state, and local requirements;
 - Provide leadership in the identification, development, and implementation of District goals;
 - Advise the Superintendent and Board of Education on business affairs of the District;
 - Responsible for the accounting, bookkeeping, payroll, insurances, accounts payables;
 - Preparation of the annual District budget and supervise its implementation;
 - Monitor the budget and provide appropriate financial information to all administrative staff;
 - Supervise bid specifications and the seeking of competitive bids;
 - Prepare the certification of tax levies to municipalities and ascertain the collection of taxes;
 - Be familiar with all appropriate school laws pertaining to school finance and the transaction of school business;
 - Maintain the annual school census and retention of census records;
 - Develop and promote a well-planned safety program, giving leadership and direction in the administration of this program;
 - Review accident summary reports and investigate serious accident;
 - Supervise the Supervisor of Building and Grounds, Supervisor of Nutrition Services, District accountant, and three business office assistants;
 - Direct all school transportation services. Coordinate and revise bussing contracts for student transportation. Attend meetings with parents and bus contractors regarding student bussing discipline problems;
 - Supervise and coordinate the school lunch program through the Supervisor of Nutrition Services;
 - Supervise the operation and maintenance of all District buildings and grounds through the Supervisor of Buildings and Grounds;
 - Coordinate the evaluation of all custodian, maintenance, nutrition services, and clerical staff under the direction of the Director of Business Services;
 - Interpret and communicate to the public any questions or issues concerning the areas of responsibility;

- Attend all Board of Education meetings and be prepared to discuss any or all questions consistent with Board agenda items;
- Provide monthly financial reports to the Board's Finance Committee;
- Service as a negotiator with the Board of Education Negotiations Committee;
- Supervise all building/remodeling projects;
- Oversee the disbursements and accounting for all state and federal grants; and
- Perform other duties as assigned by the Superintendent and/or the Director of Business Services or as appropriate to the job assignment.

SALARY RANGE: Competitive; Based on Experience

BENEFITS INCLUDE: Wisconsin Retirement System, Health Insurance, Dental Insurance, Life Insurance, Long-Term Disability, Sick Leave, Personal Leave, Vacation

THE DISTRICT: The Watertown Unified School District is the 50th largest school district in Wisconsin. The District has a total enrollment of approximately 4,000 students spread over five elementary schools, one middle school, and one high school. The Director of Business Services is responsible for an approximate budget of \$48 million. Recent referendum approvals have led to all school buildings experiencing recent additions and/or renovations. The District employs approximately 265 certified staff, 225 support staff, and 15 administrators.

THE COMMUNITY: The Watertown community excels in its support for education and provides excellent physical facilities and a comprehensive curriculum for our students. The Watertown community includes approximately 23,000 residents and is located on the Rock River approximately halfway between Madison and Milwaukee, at the junction of Highways 16, 19, and 26.

APPLY BEFORE: Monday, June 19, 2017

POSITION RELATED QUESTIONS – PLEASE CONTACT:

Ivan Thompson, Director of Human Resources
 Watertown Unified School District, 111 Dodge Street, Watertown, WI 53094
 920-262-1460 ext. 3245; thompsoni@watertown.k12.wi.us

HUMAN RESOURCES CONTACT:

Sarah Miller, Human Resources Administrative Assistant
 Watertown Unified School District, 111 Dodge Street, Watertown, WI 53094
 920-262-1460 ext. 3223; millers@watertown.k12.wi.us

Internal Candidates: Apply by submitting a letter of interest and resume.

External Candidates: Candidates should apply on Wisconsin Education Career Access Network (WECAN) (<https://wecan.education.wisc.edu/#/>)

The Watertown Unified School District does not discriminate in its education program, activities, or employment on the basis of race, color, religion or creed, sexual orientation, ancestry, national origin, sex, age, marital status, or handicap.