

Job Title: Administrator for Business Services

Supervisor: Assistant Superintendent for Policy & Human Resources

Employment Terms: 12 Months

Salary Range: \$99,000 - \$119,000

Skill Sets:

- Customer Service
- Communication
- Critical Thinking
- Personal Management
- Leadership
- Professional Management
- Computer Technology
- Teamwork

Essential Duties and Responsibilities:

- Enforces personnel and educational management objectives of this district, as reflected in Governing Board policies.
- Attends Governing Board meetings and prepares such reports for the Governing Board as the Superintendent or Associate Superintendent may request.
- Assists in achieving strategic plan goals and objectives for school finance and educational technology. Establishes processes to align expenditures with strategic plan goals.
- Supervises the management of the financial and information technology affairs of the school district.
- Assumes responsibility for budget development and long-range financial planning.
- Administers a budget control system for the district.
- Prepares documents and information related to bond elections, and other financial issues.
- Supervises the collection, safekeeping, and distribution of all funds.
- Arranges for the internal auditing of school accounts.
- Interprets the financial concerns of the district to the staff in analyzing financial, educational, and information technology problems and develop solutions to problems which ultimately improved daily operations.
- Manages the district's real estate and insurance programs.
- Acts as liaison with county and state entities to stay abreast of school finance and business-related issues.
- Establish and maintain effective working relationships with district staff, students, the general public, and others having business with the district.
- Maintains a high level of ethical behavior and confidentiality.
- Other job related duties as assigned.

Requirements:

- Bachelor's degree in Business Accounting or Finance and five (5) years successful experience and responsibility in school business management.
- Knowledge of the Arizona School Finance rules and regulations, generally accepted accounting principles and generally accepted auditing principles related to public sector financial administration.
- Understanding and knowledge of CTED Business rules.
- Strong oral and written communication skills.
- Knowledge of West-MEC district policies and procedures.
- Establish and maintain effective working relationships with district staff, students, the general public, and others having business with the district.
- Ability to communicate effectively with staff and coworkers.
- Demonstrate strong communication with the ability to work effectively in team/collaborative settings.
- Ability to operate a personal computer and utilize variety of software.
- Technology literate or competent in use of technology.

Qualifications:

- Must be able to pass fingerprint and background checks.
- Occasional work outside normal working hours.

Evaluation: This position has a 90-day probation period, plus a yearly evaluation

Closing Date: Open Until Filled

Start Date: TBD

Application Procedure:

Submit online application: <https://west-mec.edu/employment/>

Include:

- Letter of interest
- Current resume
- Three professional references (names, addresses and phone numbers)

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