



Position Description

School District of Monroe

JOB TITLE:	Director of Business Services
CLASSIFICATION:	Exempt Staff
JOB OBJECTIVE:	Maintain accurate and current financial records and perform district accounting duties. Coordinate district human resources programming and employee benefit plans.
REPORTS TO:	Business Administrator
QUALIFICATIONS:	Must be able to maintain current and accurate financial records. A working knowledge of state, federal and Wisconsin DPI financial reporting requirements is desired. A minimum of an Associate's degree in accounting or a related field is required. A Bachelor's degree in accounting or a related field and/or extensive relevant experience is preferred.

ESSENTIAL DUTIES:

- Supervise District payroll and accounts payable functions and associated personnel
- Complete payroll-related tax forms (federal and state) and Wisconsin Retirement System forms and transfer appropriate cash for timely payment of these liabilities
- Oversee and report on state and federal required payroll requirements, (i.e. ACA, OSHA, etc.)
- Maintain District accounting system (all funds) and prepare and complete all necessary journal entries
- Coordinate District's financial audit
- Maintain District chart of accounts in compliance with WUFAR
- Prepare and submit state, federal, and DPI reports as necessary
- Assist the Business Administrator in the monthly auditing of general ledger accounts
- Maintain District debt payment schedules and transfer appropriate funds to agencies
- Balance District bank reconciliations to general ledger cash balance

- Maintain and supervise benefits programs including Wisconsin Retirement System, flexible spending program, 403b plan, and health, dental, life, disability, unemployment and workman's comp insurances
- Assist with tracking of employee attendance/leaves, including vacation, sick leave, and personal leave
- Process new hire paperwork
- Plan and conduct student/staff/parent interaction resulting in positive working relations with students, staff, and parents.
- Serve as a positive adult role model during interactions with students

ADDITIONAL DUTIES:

- Participate in activities which contribute to the effective operation of the district

Essential duties are those duties and functions considered essential to the performance of the identified position. Additional duties are those duties considered secondary to the position's overall purpose. This position description is illustrative and does not necessarily specify all tasks and duties of this position. The Administration of the School District of Monroe reserves the right to change this position description at its sole discretion at any time.

REVISED: October 2020