Job Title: Executive Director of Business Services  
Department: District Office  
Reports To: Superintendent  
FLSA Status: Exempt  
Position Status: Full Time Position,  
Salary: Dependent on Qualifications ($81,206 - $109,397)

POSITION OBJECTIVE:

The Executive Director of Business Services directs the development and provision of the District’s financial and business services, resources and facilities, and serves as the primary fiscal advisor to the Superintendent.

ESSENTIAL DUTIES AND RESPONSIBILITIES: (These duties are a representative sample; position assignments may vary.)

* Serves as a member of the Superintendent’s Cabinet.  
* Identifies the District’s requirements for financial resources and business services.  
* Oversees and supervises Business Office, Facilities & Building Services, Transportation, and Nutritional Services.  
* Recommends to the Superintendent comprehensive programs for the provision and use of financial resources and the provision of necessary financial and business services.  
* Oversees the District’s overall budget, including estimating revenue and making provisions for capital and operating requirements.  
* Provides an appropriate system of financial management and control.  
* Directly assists the Superintendent and other appropriate personnel in the long range planning of financial resources and facilities to meet the District’s requirements.  
* Ensures coordination and communication with other departments to relate financial and business services to the needs of school administration, instructional programs, and school services.  
* Provides essential general administrative and business services to meet the needs of school administration, including finance services.  
* Evaluates the scope and effectiveness of financial resources, financial, and business services.  
* Develops improvements in those resources and services as necessary.  
* Keeps the Superintendent informed of the District’s financial and business affairs, and responds to the financial and business inquires of Board members.  
* Supports or represents the Superintendent in public discussions of financial and business matters.  
* Other duties as assigned.

EDUCATION & EXPERIENCE:

Required Education:  
* Bachelor’s Degree in Business Administration, Finance, or a related discipline

Preferred Education:  
* Advanced Degree/Certification (i.e. MBA, Ed.D., JD, CPA, etc.)

Preferred Experience:  
* Two years of experience in Arizona school finance  
* Three years of experience as business manager in an Arizona school district

SKILLS:

Demonstrated ability to:  
1) Maintain financial records  
2) Conduct all business aspects of a major school district

PHYSICAL REQUIREMENTS:
Positions in this classification typically require: stooping, kneeling, crouching, standing, walking, sitting, finger or manual dexterity, repetitive finger motion, speaking, hearing, seeing (with correction), focusing ability, or other factors applicable for the job. Employees may be subject to travel, odors, dusts, poor ventilation, workspace restrictions, and loud noises. Employees may be required to lift or exert up to 20 pounds of force to move objects occasionally, and up to 10 pounds of force to move objects.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**NOTICE OF NON-DISCRIMINATION**
The Apache Junction Unified School District does not discriminate on the basis of age, race, color, national origin, religion, sex (including sexual preference/identity) or disability in its employment practices.