

ELK GROVE UNIFIED SCHOOL DISTRICT

CLASS TITLE: ASSISTANT SUPERINTENDENT - BUSINESS SERVICES

BASIC FUNCTION:

Under the direction of the Deputy Superintendent of Business Services and Facilities, or designee, the Assistant Superintendent, Business Services provides executive leadership, vision, and strategic oversight of the District's Business Services Division, ensuring strong fiscal stewardship and efficient operational systems. This position oversees Finance, Payroll & Benefits, Position Control, Food & Nutrition Services, Transportation, and Purchasing & Warehouse. This position is responsible for the administration of the District's budget, program budgets, and accounting activities including compensation and benefits. This position is also plans, organizes and maintains fiscal compliance and internal controls related to District-wide budget, categorical budgets, program budgets and accounting activities; performs internal control and compliance reviews related to the annual independent audit; directs internal audit-related activities; directs student attendance activities; prepares financial and budget reports required by the State, administration, federal agencies and the Board of Education; trains and supervises the performance of assigned personnel.

ESSENTIAL FUNCTIONS:

The Business Services Division is composed of multiple operating units which include Accounting, Budget, Fiscal Service and Finance, Payroll & Benefits, Student/Attendance, and all assigned Business Services departments, ensuring efficient, compliant, and customer-focused operations.

Direct and manage all Division functions through the Director of Fiscal Services, Director Payroll and Benefits and Director of assigned Business Service Departments.

Advise the Deputy Superintendent of Business Services and Facilities, Superintendent, Board, and others on all matters relating to the functions of the Division.

Responsible for the development and proper maintenance of Division related Board policies.

Serve as a contributing member of the Superintendent's Cabinet and District Management Team.

Attend all meetings of the Board of Education.

Provide the Deputy Superintendent of Business Services and Facilities, Executive Director of Human Resources, and the District's Chief Negotiators with financial information relative to collective bargaining and participate as a member of the District's Bargaining Team.

Prepare timely and concise reports and recommendations for the Deputy Superintendent of Business Services and Facilities, Superintendent, Cabinet, and Board of Education.

Oversee and direct the preparation and execution of all the District budgets.

Devise comprehensive and effective systems of record keeping in accordance with the needs of the Division and District consistent with relevant policies, regulations, and laws.

Supervise the management of the District community facility use, operations, and functions including appropriate fees, costs, and considerations, and make appropriate recommendations.

Oversee and Direct payroll and benefit activities; organize and implement employee health, welfare and retirement fringe benefit programs; oversee assigned trust funds.

Work collaboratively with managers of various programs to help ensure a unified program for the District, such as the staffing committee; coordination of grant funding, facilities use, etc.

Manage the review and administration of service contracts.

Remain abreast of current issues, developments, and innovations in the field by reading current literature, attending professional association meetings and conferences, and by networking and collaborating with others in the field.

Direct procedures and computer application systems are necessary to maintain accurate and proper records as well as ensure adequate accounting controls and services.

Appraise the District's financial position and issue periodic reports on the District's financial stability and growth.

Coordinate and facilitate a budget development project team. Ensure replacement schedules are developed and included in District budgeting.

Responsible for leading, organizing, and coordinating a Budget Advisory Committee, when appropriate.

Analyze, consolidate, and direct all cost accounting procedures together with other statistical and routine reports.

Ensure mandated costs are properly memorialized, submitted, and collected.

Direct and analyze studies of general economic, business, and financial conditions and their impact on the District and/or its policies and procedures.

Facilitate and coordinate District health benefits; serve on and ensure on-going committees (i.e. Joint Health Care Committee) meet to analyze and review health care benefits and costs.

Analyze operational issues impacting various departments, programs, and the District as a whole and determine the resulting financial impact; recommend appropriate responses and actions.

Advise the Deputy Superintendent of Business Services and Facilities of unusual trends or forecasted impediments; recommend appropriate corrective action(s).

Supervise the performance of Accounting, Budget, Fiscal Service and Finance, Payroll & Benefits, and Business Service Department personnel; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions.

Responsible for ensuring necessary and proper authorization review occurs to safeguard for proper budget authorization, availability of funds, and proper account coding.

Collaborate with District administrators, personnel, outside organizations and the community to coordinate Division appropriate activities and programs, resolve issues and conflicts; consult with all District departments to enrich budget development and control.

Work diligently with program managers and site administrators to accommodate proper budget development and the timely release of budget information to ensure proper and timely expenditures.

Responsible for ensuring a properly functioning Position Control System. Work collaboratively with Human Resources, Payroll and Technology Services departments accordingly.

Provide executive oversight of the school nutrition program including budgeting, compliance, menu development processes, and operational performance.

Ensure adherence to federal and state nutrition regulations and alignment to district wellness priorities.

Oversee student transportation Director to ensure transportation services support equitable student access and operational sustainability

Promote a culture of service, accountability, and continuous improvement across all assigned departments.

Performs related duties as assigned.

DEMONSTRATED KNOWLEDGE AND ABILITIES:**KNOWLEDGE OF:**

Education code, federal, state and local laws, codes, regulations and requirements pertaining to areas of assigned responsibility and bargaining unit contracts.

Principles, methods and techniques of school finance and service delivery.

Comprehensive management principles, practices, and methods in areas of finance, operations, and risk management.

Methods of approaches to administrative planning, organizational development, and resource allocation.

Personnel management principles and practices, including selection, training, supervision, and performance evaluation.

Interpersonal skills using tact, patience, professionalism and courtesy.

ABILITY TO:

Respond promptly to requests of clients, both inside and outside the District; provide needed direction, assistance, training, materials, and resources.

Express ideas and concepts clearly and concisely in both oral and written form; use language and medium appropriate to audience.

Establish and maintain cooperative and professional working relationships with individuals, groups, public and private agency personnel.

Motivate, challenge, and guide others in the improvement of business programs and services.

Analyze data and situation(s); render judgment, make decisions, and solve problems efficiently and effectively.

Develop and administer budget(s); anticipate revenue and expenditure needs and changes.

Lead a multi-department Business Services division effectively and strategically.

Set high standards and assist others in meeting those standards.

Maintain and improve professional skills and knowledge.

Be flexible and receptive to change.

Direct and coordinate all Division functions through the Director of Fiscal Services, Budget Manager, and assigned departments.

Direct the development of Board policies related to the Division.

Serve as a member of the Superintendent's Cabinet and Management Team.

Attend all meetings of the Board of Education.

Oversee and direct preparation and execution of the District budget(s).

Interpret the financial concerns of the District to the community.

Maintain consistent, punctual and regular attendance.

Effectively communicate to exchange and understand information and make presentations.

Effectively read and analyze a variety of materials.

EDUCATION AND EXPERIENCE REQUIRED:

Bachelor's degree in business, economics, accounting, finance or related field and seven years increasingly responsible experience in the administration of budgets, finance and accounting. Master's degree preferred with an emphasis in business administration, finance or closely related field.

WORKING CONDITIONS:

ENVIRONMENT:
Office Environment

BOARD APPROVED: March 10, 2026