

## **HUMAN RESOURCES**

### **GLENBROOK HIGH SCHOOLS**

**Position Title:** Director of Business  
**Department:** Business Office  
**Reports to:** Assistant Superintendent for Business

#### **Summary:**

The Director of Business is responsible for the day-to-day operation and supervision of the fiscal services of the district.

#### **Essential job functions:**

##### ***Administrative:***

1. Assists with the development and administration of the annual budget process
2. Assists with the preparation of financial planning data for the district
3. Develops, recommends and administers the district's fiscal policies and procedures
4. Oversees financial services, including investments for the Northfield Township Treasurer's office
5. Manages all aspects of the district's accounting functions, including Student Activities
6. Prepares all state and federal reports
7. Coordinates and manages the annual audit process
8. Assists with the day-to-day management of the district's employee insurance program
9. Acts as a liaison between the business office and building staff with regard to budget and accounting matters
10. Serves as the administrative liaison to various board committees
11. Serves as the district's liaison in financial matters with the Villages of Glenview and Northbrook, as well as other local governmental bodies, as needed
12. Administers the debt service plan for the district
13. Perform other tasks and assume other responsibilities as assigned by the Assistant Superintendent for Business

##### ***Technical:***

1. Working knowledge of auditing principles and procedures
2. Ability to develop all monthly financial reports
3. Working knowledge of word processing, spread sheets and presentation software
4. Working knowledge of governmental accounting and finance principles

***Education:***

1. A Bachelor's degree in accounting or a closely related field
2. IL. Administrative Type 75 Certificate with a Chief School Business Official endorsement preferred

***Other necessary qualifications:***

1. Minimum 2 years school central office experience preferred
2. Strong written and verbal communication skills necessary; ability to address the school communities and public
3. Strong organizational skills and ability to develop team performance

***Salary:*** Commensurate with level of certification and experience