

DIRECTOR OF OPERATIONS

JOB DESCRIPTION

GENERAL DESCRIPTION

As an employee of Shults-Lewis, you are required to be a faithful member of the Church of Christ, as outlined in the by-laws and updated by the Board of Trustees.

The Director of Operations is responsible for the receipt, depositing, and disbursement of all funds. The Director of Operations advises regarding purchases and repairs of capital and operational needs and incorporates such information for reporting to the Board of Trustees, the Executive Director, and other department heads.

The Director of Operations will function in the ways outlined below, and in such ways as the Executive Director may direct.

QUALIFICATIONS

Bachelor's Degree required, preferred Accounting concentration. Must demonstrate competence in financial management. Ability to multi-task and oversee a department.

RESPONSIBILITIES

1. Account for and disburse all monies under the oversight of the Executive Director and obtain an annual audit
2. Make administrative recommendations for financial management of agency
3. Prepare an annual budget with input from other department directors
4. Oversee the maintenance and improvement of grounds and facilities
5. Supervise business office and maintenance personnel
6. Serve as a member of the administrative staff as required by Executive Director
7. Oversee Health Insurance Plan and serve as information resource to employees
8. Produce monthly reports of departmental expenses compared to annual budgets
9. Oversee payroll and all associated reports for the state and federal government
10. Oversee and generate all reports for the State of Indiana School Food and Nutrition Programs

11. Serve as Trustee for the agency's qualified Pension Plan and oversee all reports for the same
12. At all times, only the highest level of Christian and professional ideals and standards will be followed
13. Oversee the agency's liability insurance coverage and serve as a liaison between the agency and insurance brokers.

ADMINISTRATIVE RESPONSIBILITIES

Attend Administrative meetings as scheduled by the Executive Director and make written and oral reports at these and other meetings as may be required by the Executive Director.

Keep well informed in regard to Agency policy and professional area of finances; making use of professional literature, institutes and seminars, as the financial field may have to offer, and the Agency can afford to budget.

Supervise the Maintenance department, including cleaning staff.