

**MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION**

*"Missouri public schools: the best choice... the best results!"*

www.dese.mo.gov

**VACANCY NOTICE**

Vacancy Title: Director of Business Operations  
Job Order Number: 11506490  
Domicile Location: St. Louis  
Section/Office: Division of Special Education/Missouri School for the Blind  
Salary: \$48,552.00 per year  
Deadline: Open until filled

**QUALIFICATIONS DESIRABLE CANDIDATES SHOULD POSSESS**

1. A BS Degree in Business or Fiscal Management.
2. Three years of experience in the field of accounting, business/personnel management and/or school business administration.

Other qualifications and experience, which in the opinion of the Commissioner of Education meet the requirements of the position may be accepted in lieu of the above.

**EXAMPLES OF WORK PERFORMED**

1. Supervises all accounting functions at MSB.
2. Supervises business office and food service personnel.
3. Manages or oversees the student and activity fund expenditures for compliance with DESE guidelines for use of charitable contributions.
4. Interacts with DESE central office on a variety of accounting/purchasing issues.
5. Supervises the purchase, inventory, distribution, and maintenance of all equipment and supplies.
6. Prepares the annual state and federal budgets with direction from the Superintendent.
7. Responsible to ensure that MSB is in compliance with all state purchasing laws, ensuring funds are spent in a manner consistent with the limits on the funding source and to ensure that audit findings are avoided and if found, corrected.
8. Maintains records/files in anticipation of potential audits and in compliance with state laws.

## APPLICATION PROCEDURE

Complete a DESE application online at: <http://msb.dese.mo.gov/jobs.html> .

Please attach a scanned copy of your transcripts with the application. You will receive an e-mail confirmation when your application is received online.

**NOTE: If you are applying for a position where a degree is required, transcripts MUST be submitted with the application in order to be considered for employment. Failure to include transcripts with your application will eliminate the application from the review process.**

We do not keep applications on file to submit for other vacant positions. You must submit an application for each vacant position for which you are applying.

## BENEFITS

(For a Full-Time Position)

**ANNUAL LEAVE:** Accrue 10 hours per month for new full-time employees; longer term State employees can earn more. Prorated leave for part-time employees in eligible positions.

**SICK LEAVE:** Accrue 10 hours per month. Prorated leave for part-time employees in eligible positions.

**HOLIDAYS:** 12 holidays per year.

**RETIREMENT:** Coverage provided through the Missouri State Employees Retirement System (MOSERS).

**LIFE INSURANCE:** Term life insurance coverage, equal to one times employee's annual salary, through the Missouri State Employees Retirement System.

**OPTIONAL LIFE INSURANCE:** Optional term life insurance available with maximum coverage of six times member's annual salary. Plans are also offered for spouse and dependents. Premiums paid by employee.

**CAFETERIA PLAN:** Easy tax savings on employee's cost for qualified payroll-deducted insurance plans, medical care, and dependent care.

**HEALTH PLANS:** Employer-paid/subsidized plans available the first of the following month after employment.

**DENTAL PLANS:** Delta Dental insurance coverage is available.

**VISION PLAN:** National Vision Administrators (NVA) is available.

**DEFERRED COMPENSATION:** A payroll deduction deferred compensation plan available to defer taxes until retirement by investing in mutual funds and a fixed income account is currently provided by ING.

### **EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION EMPLOYER**

Missouri Department of Elementary and Secondary Education is an Equal Opportunity Employer. If you have special needs addressed by the Americans with Disabilities Act (ADA), please contact Human Resources at (573) 751-9619, through Missouri Relay System at (800) 735-2966, or via email at [hr@dese.mo.gov](mailto:hr@dese.mo.gov).

To Our Applicants with Disabilities: For assistance with any phase of the Department process, please notify the Director of Human Resources at (573) 751-9619. Reasonable attempts will be made to accommodate special needs.

TTY/TDD users: Relay Missouri service (800) 735-2966.