
CHIEF BUSINESS OFFICER

JOB DESCRIPTION:

The Chief Business Officer is responsible for the fiscal and business operations of the district. This person is responsible for the accurate accounting of all funds of the District as a result from tax sources and collections, and for rendering reports on the status of the same as required by the county office, state and federal governments related to budget, attendance, construction and compliance. This person is a member of the Superintendent's Cabinet and oversees all accounting and business operations.

QUALIFICATIONS:

- Education:** Enrolled or graduated from an accredited college or university with a B.A. or B.S. in business administration, public administration or a related field desired; CBO certification or equivalent desired. California school experience desired.
- Experience:** At least three years of increasingly responsible work in school business or some equivalent combination of education and experience, preferably in a public school system.
- Knowledge:** Knowledge of federal and state laws and regulations governing the business administration of a public school system; Generally Accepted Accounting Principles (GAAP), preferably including California school district budgeting and accounting, methods of financial analysis and projection techniques; report preparation and presentation; advanced principles, methods and practice of budget preparation and administration,; financial and statistical record keeping techniques; planning, organizing and directing financial & operational activities; knowledge of payroll practices and procedures; correct business letter writing and business forms; English grammar, punctuation, spelling, modern office methods and equipment. Familiar with (SACS) California State Accounting Code codes and software desired.
- Abilities:** Be pleasant, cooperative and tactful in working with others; handle confidential material with wisdom and discretion; handle all situations with dignity and propriety; perform responsible clerical work with accuracy and speed; make arithmetical calculations quickly and accurately; compile and maintain accurate and complete records and reports; type accurately from clear copy at a rate of forty-five words per minute; use computers and computer-based business applications; understand and carry out oral and written directions; carry out good public relations programs.

ESSENTIAL DUTIES:

1. Plans, organizes, directs and coordinates the activities, functions and operations of the Business and Fiscal Services of the District.
2. Administers the preparation of the District's budgets, and is responsible for all ancillary state, federal and local financial reports.
3. Coordinates and manages all matters related to internal and external auditing of all fiscal aspects of programs and offices in the district.

4. Costs expenditures, supervises the processing of purchase orders and payables and keeps accurate records of expenditures and revenue in such a manner that at any time the budget balance of any one category may be determined.
5. Reconciles revolving cash, clearing account cash, and petty cash funds – District funds. Prepares wage calculations.
6. Prepares budget and expense reports and recommendations for the Superintendent and Board of Trustees, including comprehensive financial data.
7. Proposes fiscal measures to maximize resources directed to the instructional goals and adopted LCAP plan.
8. Prepares annual transportation report to the state.
9. Trains, supervises and evaluates business office staff in all facets of District accounting and financial operations.
10. Monitors charter school fiscal operations in order to ensure District complies with its fiduciary oversight responsibilities.
11. Assists in the negotiations process with employee groups as directed by the Superintendent
12. Provides facility and financial support for District modernization and construction; prepares, updates, and implements financial aspects of the District facilities and maintenance plans.
13. Provides direction and supervision over the development and monitoring of the District's budget, accounting, payroll and payroll functions.
14. Assumes responsibility for the administration of the total insurance program, including the processing of claims.
15. Provides direction and supervision for the District's attendance accounting functions.
16. Revises budget during the year as required by program changes and State and Federal projects.
17. Attends all board meetings and prepares such reports for the Board as deemed necessary, or as required by law, for the information of the Board.
18. Prepares State and Federal reimbursement applications, including but not limited to, the State transportation reimbursement reports, special education, driver training, gifted, handicapped, and the federal categorical aid program.
19. Processes budget and journal entries.
20. Other duties as assigned.

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ESSENTIAL PHYSICAL REQUIREMENTS:

Incorporated within one or more of the previously mentioned duties and responsibilities of this job description are the following essential physical requirements:

1	Seldom = Less than 25%	3	Often = 51-75%
2	Occasional = 25-50%	4	Very Frequent = 76% and above
4	a. Ability to work at a desk, conference table or in meetings of various configurations		
4	b. Ability to stand and circulate for extended periods of time		
4	c. Ability to see for purposes of reading laws and codes, rules and policies and other printed matter materials and observing students		
4	d. Ability to hear and understand speech at normal levels		
4	e. Ability to communicate so others will be able to clearly understand normal conversation		
4	f. Ability to bend and twist, kneel and stoop, run and crawl		
4	g. Ability to reach in all directions		
2	h. Ability to lift 25 pounds		
1	i. Ability to carry 50 pounds		

Immediate Supervisor: District Superintendent

Assignment: 8 hours per day

Salary: Classified Management Salary Schedule: Range 206