

## Coast Unified School District

**Title:** Chief Business Official

**Salary Range:** Confidential/Management

**Job Summary:** Under the direction of the Superintendent, to plan, organize, direct and manage business and fiscal activities including budget preparation, fiscal record management and reporting, purchasing, and financial projections and other duties as assigned. Supervise and evaluate all classified managers.

**Qualifications:**

**Required:** Possess a Bachelor's degree in business administration, educational administration, public administration or related field with a major or supplemental training and coursework in accounting, finance or business management.

- Ability to:**
- Effectively and efficiently plan, manage and direct the District Fiscal and operational functions and activities.
  - Perform internal audits of special funds and major accounts and perform a variety of research and development, statistical, financial and operational analysis.
  - Plan, develop, implement and maintain budget planning, fiscal record management, storage and retrieval systems, and operational evaluation and control procedures.
  - Plan, develop, organize and conduct motivational and team building processes, and train, evaluate and manage the functions and activities of office personnel.
  - Communicate effectively in oral and written form; understand and carry out oral and written directions;
  - Establish and maintain cooperative organizational, public and community relationships.
  - Maintain a valid California driver's license.

**Desirable:** Five years of recent responsible fiscal and operational experience in a public school system is desired, including experience in financial analysis, budget planning and preparation, payroll, the management of fiscal records and educational operational units, and proven leadership and supervision of accounting personnel, bilingual in Spanish/English.

**Essential Functions:** Plans, organizes, coordinates, directs, manages, and participates in the functions and activities of the Business Office including, but not limited to, budget development and control,

payroll preparation, fiscal record management, systems and processes related to the disbursement of funds, purchasing, warehousing, and inventory.

Plans, organizes, prepares and presents periodic financial statements and operational reports which provide data concerning the District income, expenditure and cash flow; performs fiscal analysis, audits, some product and service assessments; serve as district liaison for the annual independent audit; causes state and federal reimbursable claims and expenditure reports to be prepared and filed on a timely basis.

Counsels, confers with and advises District, site personnel and members of the educational community pertaining to various fiscal issues and concerns via written and verbal reports; assists in the planning, organization and development of the District fiscal and operational goals and objectives. Attends governing board regular and special meetings, presents fiscal reports and discuss various business and fiscal issues; member of the administrative council; attends administrative council and management meetings as directed by the Superintendent.

Ensures that funds are encumbered immediately after expenditures are committed for subsequent payment; alerts appropriate management personnel as operational budget accounts and special funding accounts begin to and reach predetermined expenditure limits.

Participates, as assigned, in appropriate bid and acquisition procedures for the procurement of District required materials, supplies, equipment, and services; assists, as requested, in the process of planning or and acquiring new sites and the constructions of school and support facilities.

Evaluates the program and effectiveness of assigned subordinates; confers with, advises and counsels assigned subordinates pertaining to unusual and unforeseen problems, issues and concerns, and provides leadership and expertise in the determination of alternative problem situations; plans, organizes and develops Business Office personnel orientation, professional learning, including site clerical staff when appropriate. Supervises and evaluates all classified managers.

Plans, organizes, coordinates, directs, and manages other operational functions and activities as required and/or assigned.

**Physical Requirements:**

1. Understand speech at normal levels in person or on the telephone.
2. Communicate so others will be able to clearly understand a normal conversation in person or on the telephone.
3. Operate audiovisual equipment, computer, copy machine and other office equipment with dexterity
4. Occasionally lift/carry computer equipment and supplies up to 25 pounds.

Note: This list of essential functions and of physical requirements is not exhaustive and may be supplemented as necessary in accordance with the requirements of the job.

**Supervision:** Under the direction of the Superintendent

Approved: 1/14/2016