

WISEBURN SCHOOL DISTRICT

Chief Business Official Bond Construction Program Manager (Classified or Certificated Management Position)

DEFINITION

To serve as the Chief Business Official of the District. To plan, organize, direct and coordinate all activities in the areas of budget/accounting, maintenance & operations, payroll, purchasing and food services. Preparation and maintenance of the District budget, organization of the District accounting and financial record keeping activities; establishment and revision of accounting procedures; conduct accounting analysis and prepare financial statements; conduct audits of District funds and accounts.

OVERVIEW / ABOUT THE POSITION

The Wiseburn School District is seeking an experienced and service orientated CBO with a high level of problem-solving abilities, management techniques, and communication abilities. This cabinet level position is charged with the complete responsibility for the fiscal and operations functions of the District and reports directly to the Superintendent.

The successful candidate will have an in-depth knowledge of budget preparation, including multi-year planning and financial forecasting. The candidate must also possess strong interpersonal skills and the ability to communicate the complexities of school finance in an understandable manner throughout the school community. Also, the candidate must be able to work well with the leadership team.

As the Bond Construction Program Manager, the CBO is responsible for managing and coordinating capital improvement projects in the \$55 million facility re-building campaign.

Operating on more than a \$12 million annual budget, the District maintains an adequate ending balance and has positive audit reports.

EXAMPLES OF DUTIES

- Prepares and maintains District budget (E)
- Provides all budgeting and accounting services to the 21st Century/DaVinci Charter Schools (E)
- Directs the implementation of General Obligation Bonds approved facilities projects (E)
- Plans, organizes and directs the work of fiscal services, including budget control records and the proper disbursements of funds for materials, supplies, equipment and related reports (E)
- Is responsible for long range fiscal planning (E)
- Prepares reports and recommendations for the Superintendent and Board of Trustees including comprehensive financial data covering all aspects of the district's finances (E)
- Works as the Superintendent's liaison with the principals and staff in business and budgetary matters (E)
- Supervises all transportation needs related to District vehicles (E)
- Is responsible for coordinating and managing all matters related to the external auditing of fiscal aspects of programs and offices in the district (E)
- Monitors and reviews existing and proposed laws and legislation related to school finance and other business functions (E)
- Evaluates all staff assigned to the division (E)
- Attends Board Meetings to interpret financial and business related reports (E)
- Is a member of the Administrative Counsel (ADCO) team (E)
- Develops and maintains a property accounting system for the location and condition of all instructional and other equipment of the District (E)
- Directs and plans district maintenance and operation needs and assigned staff (E)

Chief Business Official - (Cont'd.)

SKILLS AND ABILITIES

- Strong analytical skills
- Strong problem-solving skills
- Excellent interpersonal skills and demonstrated problem-solving ability
- Excellent negotiating skills
- Excellent written and oral communication
- Management, organizational and supervisory skills
- Demonstrated ability to utilize consensus-building skills

DESIREABLE QUALIFICATIONS

Knowledge of:

- Generally accepted accounting principals; cost accounting applicable to all phases of District operations; auditing and inventory control procedures; government accounting procedures and California School Accounting Manual;
- Principles and practices of supervision and training;
- Principles, trends, methods, strategies and procedures pertaining to business management systems and programs;
- Principles, methods, techniques, strategies of organizational planning, evaluation, preparation, control and forecasting;
- Principles and practices of school business accounting;
- Legal mandates, policies and regulations appropriate to the administration of business services, and contract management;
- Computer (school) business application – i.e. Word / Excel / SACS/PeopleSoft
- In-depth knowledge of all District policies and procedures
- Construction project management; facilities planning
- Regulations and laws related to Federal, State and local security issues, health codes, fire codes, hazardous material handling rules and regulations, and facility development and planning
- Basic principles of business
- Effective human resources management skills, training and development

Ability to:

- Plan, organize, direct and administer the district's business services program;
- Direct the accounting program of the District;
- Prepare and communicate clear and concise financial reports;
- Directs and prepares district budget, accounting and fiscal procedures and policies;
- Instruct, train, and supervise personnel in accounting methods and procedures;
- Write and initiate systems applicable to a school district's financial operations;
- Implement general cost accounting system;
- Evaluate new techniques and methods in the accounting field for their possible application to District applications;
- Work independently and make decisions and recommendations;
- Articulate and interpret laws, policies, regulations and operational procedures concerning the business department and other assigned departments;
- Assemble and analyze data, prepare reports and make appropriate recommendations to the Superintendent and district staff;
- Understand and carry out oral and written directions;
- Deal effectively with the public and staff in situations requiring diplomacy, friendliness, poise and firmness as necessary;
- Establish and maintain cooperative working relations with school officials and administrators, certificated and classified staff, community, government and school agencies.

Experience

A minimum of five years of effective experience in school business accounting, financial analysis, budget preparation, control and management. Experience as an accounting manager, preferably in a public school setting.

Education

- Bachelor's degree in business, public administration, accounting, or economics is desired. Advanced degrees are preferred.
- Other relevant experience and/or education may be substituted for the above.

Licenses and Other Requirements

- Must possess valid California Driver License
- Willing to attend training as needed and or required

Working Conditions

Environment

- Office environment, subject to considerable distraction and constant interruptions.

Physical Abilities

Vision (which may be corrected)
Hearing (which may be corrected)

to read small print, and maintain records.
to communicate with staff, and to talk on
telephone.

Speech

to communicate with staff, and to talk on
telephone.

Dexterity of hands and fingers
Sitting for extended periods of time
Strength

to operate office equipment.
to perform required duties.
to lift, push, pull objects which may weigh as much as 25
lbs. on an occasional basis.

Board Approved: May 2003
Revised/Board Approved July 2009