



## SCHOOL DISTRICT 69 • SKOKIE / MORTON GROVE

5050 MADISON STREET • SKOKIE, IL 60077 • (847)-675-7666

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### **Business Manager/Chief School Business Official (CSBO)**

#### **Primary Function**

Administer, coordinate and supervise the business and financial activities, buildings and grounds, transportation and cafeteria operations of the School District.

#### **Organizational Relationship**

The Business Manager reports to the Superintendent. The following positions report directly to the Business Manager.

- Coordinator of Finance and Operations
- Payroll/Benefits Specialist
- Business Services/Accounts Payable Specialist
- Coordinator of Buildings and Grounds

#### **Qualifications**

- Illinois State Board of Education Professional Educator Licensure with Chief School Business Official (CSBO) endorsement
- Ability to understand and carry out oral and written directions
- Ability to exercise sound judgment in making decisions regarding the safety and welfare of students
- Ability to perform assigned duties and tasks with a minimum of direction
- Ability to maintain effective public, student, and co-worker relationships.
- Ability to physically move about the buildings and grounds
- Ability to speak, read, write, and understand English
- Ability to handle all district information with confidentiality

#### **Performance Responsibilities**

1. **Financial Planning & Budgeting**
  - a) Coordinate development and implementation of the annual budget development calendar.
  - b) Assist building principal in developing building based budgets and provide regular counsel on fiscal and operational areas.
  - c) Explore feasibility of using long-term funding for special projects, monitor bonded indebtedness and counsel the superintendent and Board of Education on referenda possibilities.

- d) Prepare and submit to ISBE the annual school budget and the audited annual financial report in compliance with the State requirements.
  - e) Prepare multi-year projections of revenues and expenditures.
  - f) Prepare annual levy options available under the Property Tax Extension Limitation Law and manage the process of preparing, reviewing and adopting the annual tax levy.
  - g) Review Business Office performance with respect to overall financial condition.
2. **Accounting & Finance Systems**
- a) Prepare monthly financial reports for all program administrators and the Board; highlight any permanent variances in revenues or expenditures.
  - b) Investigate areas of operations through appropriate use of the internal audit process.
  - c) Coordinate the General State Aid Formula Claim and the Transportation Claim.
  - d) Coordinate the submission of claims for Free Lunch and Breakfast Program, Gifted Education, Bilingual Education, Special Education and other state and federal categorical programs.
  - e) Arrange and coordinate the preparation of the annual financial audit and any internal audit assignments requested by the Superintendent or the Board.
  - f) Maintain liaison with the school's legal counsel, office of the Niles Township School Treasurer, and other local government officials.
3. **Purchase & Supply Management**
- a) Ensure that the process operates in an economical manner and in accordance with budget limitations, board policy and the State laws.
  - b) Ensure accurate and timely payments of all legitimate accounts payable.
  - c) Prepare required payment reports for Board approval.
  - d) Monitor the bid and request for proposal process, act as final negotiator for all supplier contracts, complete all purchase order and all contract requirements.
  - e) Work with other administrators and architects in planning construction and contracting.
4. **Payroll & Personnel Management**
- a) Ensure that payroll checks are issued to all district employees on a timely basis.
  - b) Make timely payments of employee withholdings to appropriate government and retirement systems.
  - c) Monitor compliance with 403B rules.
  - d) Submit required State and federal payments and reports.
  - e) Periodically gather market data on prevailing salaries and wages of school district employees.
  - f) Provide necessary research for successful rate and salary administration.
  - g) Plan and coordinate the development of statistical, financial and management information related to employee relations.
  - h) Supervise the administration of the district's retirement system.
  - i) Responsible for personnel and human resource operations, insurance and medical benefits.

5. **Insurance**
  - a) Represent the district's interests in workers' compensation insurance program.
  - b) Represent the district's interests in property, casualty, and liability insurance programs.
  - c) Represent the district's interests in health/dental/life insurance programs.
  - d) Represent the district's interests in student accident insurance program.
  - e) Represent the district's interests in life insurance program.
  
6. **Community Relations**
  - a) Prepare enrollment projections and assist the Superintendent in projecting staff requirements.
  - b) Participate in local, regional, state and national professional/educational organizations to stay abreast of school finance and related issues.
  - c) Regularly confer with building principals and administrators regarding problems/solutions related to district operations.
  - d) Work with commissioned architects in the construction and remodeling of facilities to ensure compliance with district requirements and economy, and implement professional procedures and results.
  - e) Approve all contracts between the district and outside contractors.
  
7. **Maintenance and Grounds**
  - a) Supervise Buildings and Grounds staff.
  - b) Coordinate a system of preventive maintenance and duty schedules.
  - c) Develop plans of compliance with safety regulations for school facilities.
  - d) Make recommendations to the Superintendent and Board for needed repair and maintenance which should be included in the budget.
  - e) Ensure appropriate maintenance, grounds keeping, security and custodial requirements for each school building and installation.
  
8. **Food Service**
  - a) Supervise the manager for the contract service provider.
  - b) Direct the general operations and financial procedure of the food service program.
  - c) Manage the free and reduced price federal lunch program component.
  - d) Supervise the health and safety standards compliance of the food program.
  - e) Approve pay requests for services provided and contract modifications.
  
9. **Transportation Services**
  - a) Coordinate the services provided by the contract service provider.
  - b) Approve pay requests for services provided and contract modifications.
  
10. **Office Management**
  - a) Oversee the day-to-day operations of the district finances and business operations.
  - b) Recruit and interview qualified personnel for staff openings assigned.
  - c) Establish programs of orientation and staff development for assigned staff.
  - d) Make salary recommendations for budget purposes for assigned staff.

- e) Evaluate and make employment decisions and recommendations to the Superintendent of Schools.

11. Other duties as assigned by the Superintendent of Schools

**Terms of Employment**

12-month position (260 work days) from July 1<sup>st</sup> to June 30<sup>th</sup> with twenty (20) vacation days.

**Performance Evaluation**

Performance of this job will be evaluated in accordance with the Administrator Evaluation Plan.