

**Position:** Chief Business Official

**Department:** Business Department

**Reports To:** Superintendent

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### **SUMMARY**

Under the direction of the Superintendent, the Chief Business Official assumes responsibility for District business services and operations, including: fiscal planning and management, has fiscal oversight of facilities, construction, maintenance and operations, food service, transportation, child development and charters, purchasing, student attendance, safety, risk management and energy conservation. The CBO acts as the District's agent in all business matters.

### **NATURE AND SCOPE**

The Chief Business Official manages, plans, organizes, coordinates and directs the work of the District's budget, accounting, payroll, attendance accounting, and accounts payable and support functions.

### **DISTINGUISHING CHARACTERISTICS**

- Uses appropriate data processing and information systems.
- Uses advanced communication skills, financial and other statistical analysis.
- Uses techniques in analysis of collected data.
- Researches, monitors and recommends procedures and methods that have significant impact at departmental levels.
- Establishes and maintains effective record keeping and data collection systems and prepare related reports using a variety of computer hardware and software including, but not limited to, the use of SACS, spreadsheets and work processing.
- Understands school labor relations including interest-based problem solving strategies and techniques.

### **RESPONSIBILITIES**

- Plans, coordinates, directs and evaluates the performance of Business Office Staff
- Assists assigned staff with unusual or unforeseen problems
- Prepares and presents the District's annual budget for approval by the Board of Trustees and submits it to the County Superintendent of Schools
- LCAP Budget alignment with LCAP Plan
- Prepares and submits required state and federal financial reports
- MAA & MediCal reporting
- Manages all aspects of the District's insurance programs

- Maintains an accurate inventory system as required by law
- Provides accurate financial information for the Superintendent and Board and assists in negotiations with bargaining units
- Prepares financial records for the annual audit in accordance with legal requirements
- Has fiscal oversight of MOT, food service, facilities, child development and charters.
- Manages bond funds and construction/rehabilitation projects
- Acts as District liaison with the County Office of Education and other public agencies and commissions
- Maintains Mello-Roos, developer fee and RDA funds
- Performs other duties assigned by the Superintendent.

**Other Duties:**

- Keeps abreast of current laws, regulations and procedures and informs the Superintendent as appropriate
- Attends Board meetings and prepares reports as needed
- Performs other duties as may be assigned by the Superintendent

**Required Knowledge:**

- Understanding of the principles and methods of education business administration and accounting
- Understanding of the technology and software applications used in school business operations
- Understanding of the laws and regulations governing school district business and accounting

**Required Qualifications:**

- A Bachelor's Degree from an accredited college or university, or equivalent experience in school business administration, including budgeting, accounting, and auditing
- A minimum of three years of increasingly responsible experience in the management and supervision of school business operations
- Ability to communicate effectively, both orally and in writing
- Possession of a valid California Driver's license; must be insurable

**Desired Qualifications:**

- A Masters Degree in school or public administration
- Previous experience as a business officer in a California school district
- Successful experience in developing consensus decisions with groups
- Familiarity with transportation, maintenance, facilities, food service, purchasing and construction
- Exceptional interpersonal skills

**Physical Characteristics:**

Vision sufficient to read printed materials; hearing and speech sufficient to conduct normal in-person and telephone conversations; mobility sufficient to efficiently perform the duties of the position. Should be able to lift 25 pounds. (Consideration may be given to reasonable accommodation for above.)