

BIRMINGHAM CHARTER HIGH SCHOOL
CHIEF BUSINESS OFFICER

Primary Responsibilities

The Chief Business Officer will be responsible for the organization and administration of the financial and business affairs of the school. The Chief Business Officer supervises purchasing, accounting/finance, human resources, civic center, maintenance and operations, transportation, facilities, food services and information technology. The Chief Business Officer formulates implements, evaluates, and communicates fiscal policy and procedures to ensure that a financial perspective is introduced in all major decision processes.

Duties and Responsibilities

- Organizes systems and processes within the business office to ensure optimum use of District resources and personnel.
- Directs, supervises and evaluates business office, human resources, maintenance and operations, transportation, facilities, food service and information technology staff.
- Ensure that financial statements are accurate and timely.
- Reviews & present financial statement package prepared to board/subcommittee on monthly basis.
- Works closely with the CEO on the financial condition of the school.
- Presents financial condition of the school to the Finance Committee, Advisory Committee and the Board of Directors.
- Create balanced budget and ensure transparency with all stakeholders.
- Ensure audit performed by the school's external auditor is done timely and accurately.
- Provides guidance and support in establishing purchasing procedures. Implement procedures on the solicitation, award, and administration of contracts and other acquisition needs.
- Monitor on-going relationship with vendors and prepare annual RFPs or renewal applications.
- Reviews all contracts, agreements, and negotiations for legal form and maintains records covering insurance policies and programs of the school.
- Ensure that the payroll information is accurate to facilitate processing.
- Review and authorize health benefit costs deduction from the schools' account. Annually review and project new employee cost share ratio for health benefits for year.
- Supervise the administration of TSA and other retirement programs.
- Review and monitor annual school calendars, bell schedule, and class size to ensure compliance with California Education Code and funding requirements.
- Monitor enrollment and attendance projections for variance from schools' budget projections.
- Provides financial and strategic perspective to the negotiations process with employee groups.
- Serves as the school's investment manager and ensures cash flow is adequate for operations.
- Provides information, support and guidance to the Finance committee, Advisory Committee and to other parent/community groups as appropriate.
- Develop and implement internal policies and procedures and monitor quality of delivery of services and overall management operations.
- Other duties as assigned by CEO/Principal

Qualifications

- Any combination of training/education, and experience equivalent to a graduate degree from an accredited college/university with emphasis on business administration.
- Five years of successful experience in school business, comparable private sector experience, or related school operations.
- Exemplary communication skills and demonstrated ability to write and present orally clear and concise management, finance and related reports.
- Strong interpersonal skills demonstrated by the ability to establish and maintain effective relationships with people both inside and outside of the school.
- A knowledge of applicable state laws, codes, regulations, policies and procedures.