

CARDIFF SCHOOL DISTRICT CHIEF BUSINESS OFFICER

DEFINITION:

Under general direction of the Superintendent, is responsible for the administration of the budget, fiscal planning, purchasing, accounting, attendance accounting, food services, special education transportation, preschool, and daycare programs of the District and performs accounting functions in connection with maintaining the District's financial or statistical records

TYPICAL DUTIES:

- Develops, implements, and controls the District budget;
- Analyzes budget documentation to ensure that expenditures are properly charged and do not exceed appropriations;
- Prepares reviews and corrects school, department and county budget and expenditure transfers, analyzes budget data and prepares projections;
- Manages a program of accounting and reporting for the financial affairs of the District;
- Formulates and modifies accounting record keeping; systems and procedures;
- Aligns budget systems and District payroll practices with county payroll process;
- Prepares required financial reports as required for all funds performs financial record-keeping operations related to the District's various accounting activities;
- Arranges, posts, and balances financial data; prepares trial balance and financial statements; establishes and maintains journals, ledgers, and other accounting records;
- Prepares and verifies the accuracy of various financial and statistical reports;
- Compares, schedules, and completes fiscal records and reports;
- Prepares account analyses, as required; prepares and maintains accounting records and reports, such as revenue, attendance, transportation, cafeteria, payroll, purchasing, accounts payable, federal, county, and state-funded programs, general accounting and assists district auditor with the annual audit;
- Maintains records and files for District construction and modernization projects;
- Prepares a variety of financial statements and reports for the Board of Trustees;
- Develops and administers a program for purchasing contract service, supplies, and equipment;
- Administers the development and operation of a District preschool program;
- Through the Food Services Supervisor, administers the food services and the school lunch program.
- Through the Daycare Director, administers the District's daycare program;
- Consults with and provides technical assistance to the Superintendent and other personnel on questions relating to the District's business affairs, programs, policies, and procedures.

EMPLOYMENT STANDARDS:

Knowledge of:

- Principles and practices of accounting and financial recordkeeping and administration as they apply to government and school districts
- Principles and practices of school budgeting

- Legal provisions governing school district financial transactions
- Operation of computer terminals and office equipment
- Data processing systems, techniques, and practices

Ability to:

- Accurately perform difficult accounting functions with minimal supervision
- Prepare, review, and analyze financial statements and related summaries and reports
- Interpret and explain clearly and concisely matters relative to business operations
- Analyze problems and suggest solutions
- Communicate effectively both orally and in writing
- Establish and maintain cooperative working relationships
- Promote positive relationships with various community members and district wide stakeholders
- Work closely and collaboratively with the District Leadership Team

EDUCATION/EXPERIENCE:

Any combination of education, training, and/or experience which demonstrates the ability to perform the required duties. A typical qualifying background would include: completion of a bachelor's degree in accounting, finance, business or related field and four years of increasingly responsible experience in fiscal record keeping and reporting involving manual and machine accounting systems, payroll, purchasing, annual reports and cash funds, preferably in a public school district business office environment.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is regularly required to sit. The employee frequently is required to use hands to finger, handle, or feel objects, tools, or controls and talk or hear. The employee is occasionally required to stand, walk, and reach with hands and arms.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

REASONING ABILITY:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

WORK ENVIRONMENT:

The noise level in the work environment is usually moderate.