

Position: Chief School Business Officer

Job Summary: The Chief School Business Officer (CSBO) is responsible for providing strategic financial leadership and school district oversight. The CSBO oversees all financial functions, including budgeting, financial planning, accounting, reporting, procurement, and risk management. The CSBO plays a critical role in ensuring the fiscal health and sustainability of the school district and compliance with relevant laws, regulations, and policies.

Qualifications:

1. CSBO Certification.
2. A minimum of 5 years of successful experience in financial management, with at least 5 years in a leadership role preferred.
3. Knowledge of school finance regulations, laws, and best practices.
4. Strong analytical, strategic planning, and problem-solving skills.
5. Excellent communication and interpersonal skills, with the ability to effectively collaborate with diverse stakeholders.
6. Proficiency in financial management software, Google, and Microsoft Office Suite.

Reports to: Superintendent

Responsibilities:

- **Financial Planning and Budgeting:**
 - Develop and implement comprehensive financial plans and budgets aligned with the strategic goals and objectives of the school district.
 - Monitor financial performance and variances and provide regular reports and analysis to the Superintendent of Schools, Board of Education, and other stakeholders.
- **Financial Reporting and Analysis:**
 - Prepare accurate and timely financial reports, statements, and forecasts for internal and external stakeholders.
 - Conduct financial analysis to support decision-making and identify cost savings and efficiency improvement opportunities.
- **Accounting and Compliance:**
 - Ensure compliance with all relevant accounting standards, laws, regulations, and policies.
 - Oversee the preparation and submission of financial statements, audits, and other financial documents required by regulatory authorities.
- **Procurement and Contract Management:**
 - Develop and implement procurement policies and procedures to ensure transparency, fairness, and compliance with applicable regulations.
 - Manage vendor relationships and contracts to optimize value and mitigate risks.
- **Risk Management:**

- Identify financial risks and develop strategies to mitigate them, including insurance coverage and internal controls.
- Establish and maintain effective internal controls to safeguard assets and ensure fiscal integrity.
- **Strategic Financial Leadership:**
 - Provide strategic guidance and advice on financial matters to the Superintendent of Schools, Board of Education, and other district leaders.
 - Collaborate with stakeholders to develop long-term financial strategies and plans to support the mission and vision of the school district.

Benefits: Competitive salary and benefits package commensurate with qualifications and experience.