TITLE:	**Chief School Business Official/Finance Director**
QUALIFICATIONS:	Professional Educator License with CSBO (Chief School Business Official) CSBO Endorsement or Master's Degree or equivalent graduate training in business management, accounting, or related discipline; experience in Finance, Accounting, or Business Administration (minimum 5 years' relevant experience in public sector/government fund accounting)
REPORTS TO:	Superintendent and Board of Education
SUPERVISES:	District Business Office Designated Educational Support Staff
JOB GOAL:	Meet the needs of Coal City Community Unit District #1 by providing the best possible services while making the best and most efficient use of district resources.

CSBO/FINANCE DIRECTOR PERFORMANCE RESPONSIBILITIES:

To perform all duties in a professional, accurate and timely manner.

A. District Business Office
   1. Accounting
      a. Supervise the financial affairs of the district, including handling of all funds, accounting, and reporting procedures
      b. Establish and supervise internal control procedures for cash receipts and disbursements, payroll, and investment transactions
      c. Provide the district with long-range financial planning
      d. Complete all state and federal forms as needed
      e. Coordinate payroll preparation, including the filing of required reports
      f. Coordinate building and bond referenda for the district
      g. Prepare information and reports for school auditors

   2. Budget
      a. Work with the assessor to monitor information for the tax levy
      b. Prepare a budget calendar for district in preparation of annual budget
      c. Ascertain priorities in budget from board, superintendent and building principals
      d. Compile requests from staff, departments, administrators and supervisors
      e. Prepare tentative budget for review by board of education
      f. Prepare final budget based on board recommendations
      g. Supervise the execution of district budget throughout the year
      h. Review monthly, quarterly and annual reports and audits to measure progress of budget
      i. Prepare monthly budget reports for the Board of Education, including unencumbered monies
   3. Purchasing
      a. Monitor and authorize purchases made throughout the District and their effect on the budget
      b. Develop and administer a program for purchasing supplies and equipment
      c. Prepare specifications for major purchases and services as needed

d. Supervise the bidding of supplies, equipment and construction services in accordance with federal and state laws and regulations and in keeping with the calendar as advised by board and superintendent
e. Notify bidders of final results

4. Cash Management
   a. Perform the duties as District Treasure
   b. Effectively and efficiently manage District funds
   c. Supervise the accounting of cash receipts
   d. Manage the District scholarship and activity funds
   e. Prepare Cash Flow Analysis for Board

5. Risk Management
   a. Purchase insurance consultant services and insurance policies
   b. Pay in a timely fashion all premiums for liability, property, and vehicle insurance, worker's compensation, unemployment compensation, personnel bonds, etc.
   c. Pay in a timely fashion all tort judgments and settlements against the District
   d. Monitor and pay all legal fees and expenses connected with protecting or defending the District against liability
   e. Develop the District's Risk Management Program, identify necessary components of the Program, and delegate responsibilities to appropriate personnel
   f. Evaluate the effectiveness of the Risk Management Program and recommend revisions to the Program

6. Provide long-range vision and planning for the Board of Education on Financial matters, and assist the Board with information on the financial impact of other long-term goals

7. Assists Superintendent in the overall planning and operations of the Transportation program

B. Construction Management
   1. Assist Superintendent and Director of Maintenance on the planning of new construction and building additions

   2. Assists Superintendent in site improvement management

   3. Oversees development of staff requirements, instructional needs, and equipment for new buildings

   4. Implements Master Facilities Plan

   5. Assist in monitoring residential / industrial growth

   6. Develop financial plan for future building referenda

C. Public Relations
   1. Assist in maintaining effective school/community relations

   2. Assist the Superintendent in providing a continuous public relations program with the community, staff, and students

D. Other Duties

1. Attend all regular Board of Education Meetings to discuss finances and answer any questions the Board may have.

2. Assume a leadership role at monthly Board Study Session Meetings.

3. Attend and participate in contractual negotiation meetings and provide requested information.

4. Recommend financial, maintenance, transportation and educational support policies to the Superintendent and the Board of Education.

5. Supervise all Human Resource functions, including personnel and payroll records.

6. Supervise and oversee evaluation of all educational support staff. Assist cafeteria manager and Director of Buildings and Grounds in supervision and evaluation of staff.

7. Supervise archiving, storage and disposal of district records.

8. Coordinate all state and federal grant programs, including application, budgeting and reporting.

9. Prepare and submit all transportation reports.

10. Perform such other duties as may from time to time be assigned or required by the Superintendent and/or Board of Education.

TERMS OF EMPLOYMENT: Twelve-month contract
Contract in effect from July 1 through June 30

SALARY/BENEFITS: Salary Range: Salary determined by experience
Salary Midrange: $90,000 - $120,000
Benefits:
Board Paid TRS or IMRF
Family health, vision, Dental and Life Insurance
Vacation, sick and personal days

EVALUATION: Performance of this job will be evaluated in accordance with provisions of Board's policy on Evaluation of the Chief School Business Official/Finance Director

Approved: December 20, 2024