

Dry Creek Joint Elementary School District
Job Description

POSITION TITLE: CHIEF BUSINESS OFFICER

Classification:	Management	Work Year:	225 Days
Department:	Fiscal Services	Board Approval:	03/20/2014
Reports To:	Superintendent		
Salary Range:	Management Salary Schedule		

BASIC FUNCTION:

Plan, organize and direct the District's Fiscal Management functions including:

- Accounting and budgeting systems
- Short and long term debt
- Direct and manage all procurement activities
- Implement and support the District goals and objectives
- Payroll, Accounts Payable, and Accounts Receivable

REPRESENTATIVE DUTIES:

FISCAL SERVICES

- Advise the Superintendent on all fiscal matters.
- Direct, supervise, plan and manage District fiscal/accounting records and transactions related to accounting, audit, accounts payable, accounts receivable, building projects, student attendance accounting, Associated Student Body accounts, budget, payroll, and purchasing.
- Direct and control fiscal tasks including effective work flows, priorities, staff development and assignments.
- Provide training and information on District fiscal management.
- Prepare applications and plans for state/city/county funds, impact fees, developer fees, bond funds, and other local funding sources.
- Direct, prepare and assist in preparation and review of narrative and financial reports, records and files.
- Analyze and review District budgetary and financial data to insure accuracy, standards and appropriateness.
- Direct, prepare and perform accounting, audits and reconciliations of District accounts.
- Develop, prepare, control and monitor the District annual budget including analysis and review of budgetary and financial data; monitor and authorize expenditures in accordance with established guidelines.
- Develop financial planning and implement funding resources that support short and long range goals of the facility master plan.
- Develop, coordinate, and prepare financial reports related to long term obligations, such as General Obligation Bond, Community Facilities District and Capital Leases.

PROCUREMENT

- Plan, organize, and direct the general purchasing and contracting activities of the District.
- Represent District in vendor contractual negotiations and commitments.

GENERAL

- Perform the duties of the Superintendent in the absence of the Superintendent.
- Conduct and attend meetings, resolve ad-hoc problems, provide directives and guidance for staff, District personnel, and the public.
- Direct preparation and maintenance of a variety of narrative and statistical reports, records and files.
- Communicate with other administrators, District personnel and members of the public to coordinate activities, resolve issues, and exchange information.
- Act as liaison and spokesperson to other school districts, City, County and State agencies, community groups, organizations, and legislative, county, and state agencies.
- Serve as a member of the Superintendent's Cabinet.
- Attend Board meetings and advise as to requirements and responsibilities of the District.

- Supervise and evaluate the performance of assigned personnel.
- Perform other duties similar to the above in scope and function as required by the Superintendent.

EDUCATION AND EXPERIENCE:

- Three (3) years of responsible management/supervisory experience in a position such as business manager, controller, accounting supervisor, or equivalent;
- Bachelors Degree in Business Administration with a major in accounting, or a finance or general business degree with a minor in accounting, or Administrative Services Credential, or certification as a Chief Business Official;
- A Master's degree in business, public administration or related field from an accredited university or college.

LICENSES AND OTHER REQUIREMENTS:

- Valid California driver's license

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF

- Accounting and auditing principles, practices and procedures as required by California public schools accounting standards;
- Principles, techniques, and procedures of business administration including public school budgeting and financial control;
- Collective bargaining agreements;
- Financial analysis and projection techniques, and financial reporting procedures;
- Applicable laws, codes, regulations, policies and procedures;
- District organization, operations, policies and procedures;
- Spreadsheet, word processing, and other data processing applications;
- Facility development funding alternatives;
- Principles and practices of management;
- Modern office management and procedures.

ABILITY TO

- Use applicable sections of State Education Code and other laws;
- Develop, control and monitor District budgets;
- Direct and manage assigned functions relating to fiscal management, control and analysis;
- Interpret, apply and explain rules, regulations, policies and procedures related to financial management;
- Prepare, analyze and maintain comprehensive financial and statistical records;
- Meet schedules and timelines;
- Operate and use district business systems and equipment;
- Communicate effectively both orally and in writing;
- Effectively plan and organize work;
- Maintain effective working relationships with those contacted in the performance of required duties;
- Work independently with little direction;
- Maintain effective budgeting and financial control;
- Analyze data and arrive at sound conclusions and recommendations.

WORKING CONDITIONS:

ENVIRONMENT:

- General office environment

PHYSICAL ABILITIES:

- Light physical effort;
- Normally located in a work environment with light physical qualifications and requirements;
- Ability to lift 25 lbs. maximum or carry any object weighing up to 15 lbs.