

GATEWAY UNIFIED SCHOOL DISTRICT
4411 Mountain Lakes Boulevard
Redding, CA 96003

JOB DESCRIPTION: CHIEF BUSINESS OFFICIAL (CBO)

DEFINITION:

Under the direction of the District Superintendent, is responsible for the overall leadership, supervision, and coordination of the District's business and support service functions, including fiscal services, accounting, budget development and control, purchasing, payroll, risk management, food services, maintenance and operations, and facilities planning. Serves as a member of the Superintendent's Cabinet, advises the Superintendent and Board of Education on financial and operational matters, ensures compliance with applicable laws and regulations, and performs other related work as required.

ESSENTIAL FUNCTIONS:

1. Assists in the budget planning and preparation processes, including the formulation of budgetary formulas and the preparation of budget control guidelines and procedures.
2. Oversees all accounting and financial operations, including preparation of materials for posting or inputting into computer-assisted accounting programs.
3. Monitors and audits the accounting, financial record management, and reporting functions to ensure that established operational procedures and guidelines are followed.
4. Prepares budget revisions to offset deficit accounts.
5. Prepares and presents a variety of management-related reports, including budget control reports, financial statements, investment, accounts payable and receivable reports, payroll, food services, facilities, and other required reports.
6. Implements district policy, and ensures compliance with State and Federal laws and regulations with respect to fiscal, facilities, food service, and operational matters.
7. Files all annual, interim, and monthly reports required by Local, State, and Federal agencies relating to revenue and expenditures of all district funds.
8. Directs all aspects of the audit, including acting as the district liaison with auditors, collecting all requested information, performing in-house audits, and responding to State and Federal audit findings.
9. Works cooperatively with site and program budget managers to ensure site and program allocations are spent in a legal and efficient manner.
10. Serves as chief financial advisor to the Superintendent and Board of Education, providing regular financial updates and long-range fiscal projections.
11. Participates in District negotiations as a member of the bargaining team.
12. Supervises and evaluates assigned personnel in fiscal services, maintenance and operations, and food services.
13. Oversees maintenance and operations activities, including preventive maintenance programs, bond projects and compliance with safety and environmental regulations.

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14. Oversees the Food Services Department, ensuring compliance with USDA and California Department of Education nutrition program requirements, budgeting, and food safety regulations.
15. Assists the Superintendent in facility master planning, including new construction, modernization, major renovations, and repairs; ensures compliance with public works bidding and contracting laws.
16. Administers the District's risk management program, including property, liability, and workers' compensation coverage.
17. Develops and maintains all independent contracts and Memorandums of Understanding.
18. Monitors legislation affecting school business operations and advises the Superintendent and Board on potential impacts.
19. Ensures accurate attendance reporting and compliance with Average Daily Attendance (ADA) requirements.
20. Provides training and guidance to administrators and staff regarding budget management, internal controls, and operational procedures.
21. Perform related duties as assigned.

REQUIRED QUALIFICATIONS:

Knowledge of:

- Principles and practices of school district accounting, budget planning, and fiscal record management.
- Legal mandates, policies and regulations pertaining to fiscal services, facilities, food services, maintenance and operations, and risk management.
- Public works construction laws, bidding requirements, and contract administration.
- Federal and State nutrition program regulations.
- Computer-assisted accounting and fiscal record management systems.

Ability to:

- Perform responsible and complex fiscal, budget, and operational planning functions.
- Supervise, train and evaluate the work of assigned personnel in multiple operational departments.
- Prepare clear and concise financial, statistical, and narrative reports.
- Interpret and apply laws, regulations, and Board policies to fiscal and operational issues.
- Understand and carry out oral and written directions.
- Establish and maintain cooperative working relationships with staff, vendors, public agencies, and the community.

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PHYSICAL DEMANDS:

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- Persons performing service in this position classification will exert 10 to 20 pounds of force occasionally to lift, carry, push, pull, or otherwise move objects.
- May occasionally lift and stack heavy objects not to exceed 25 pounds.
- This type of work involves sitting most of the time, but may involve walking or standing for brief periods.
- Perceiving the nature of sound, near and far vision, depth perception, providing oral information, the manual dexterity to operate business related equipment, and handle and work with various materials and objects are important aspects of this job.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

EXPERIENCE AND EDUCATION:

Any combination of experience and training that would likely provide the required knowledge and skills is qualifying. A typical way to obtain the required knowledge and skills would be:

Experience:

Four years of responsible accounting and financial record management and reporting experience, including one year in an educational organization management or supervisory capacity.

Education:

Equivalent to the completion of a Bachelor of Arts or higher degree from an accredited institution, including emphasis in accounting, budget planning, business management or closely related field.

Completion of the California Association of School Business Officials (CASBO) Chief Business Official Certification Program is highly desirable.