

COLTON-REDLANDS-YUCAIPA REGIONAL OCCUPATIONAL PROGRAM

CLASS TITLE: CHIEF BUSINESS OFFICIAL (CBO)

BASIC FUNCTION:

Under the direction of the Superintendent or designee, the Chief Business Official shall be responsible for the general management and supervision of all fiscal and business activities of the ROP; prepare, develop, monitor, and administer the ROP budget and related policies and controls; plan, coordinate and direct facilities planning, maintenance and repair activities; supervise the performance of assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Plan, organize, control and direct budget development and monitoring, financial reporting and record-keeping and accounts payable and receivable; assure proper financial management of ROP funds including the general fund, revolving cash account and other funds; monitor income and expenditures, assuring compliance with established budgetary guidelines.

Plan, organize and control ROP budgets; develop and implement budget guidelines, timelines, policies, and procedures; analyze and review budgetary and financial data; develop intermediate and long-range income and expenditure projections; monitor, control and authorize expenditures in accordance with established limitations.

Plan, coordinate and direct facilities planning, maintenance and repair activities; collaborate with administrators and outside agencies in the organization, development and implementation of equipment replacements and facility modifications; prioritize work orders to assure ROP facilities are maintained in a clean, safe, secure and efficient condition. Supervise the performance of assigned personnel; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; arrange employee schedules and assign duties.

Provide technical expertise, information and assistance to the Superintendent regarding ROP budgets, accounting activities and facilities planning; assist in the formulation and development of policies, procedures, and programs to assure an economical, safe, and efficient work environment; advise the Superintendent of unusual trends or problems and recommend appropriate corrective action.

Conduct research and analyze data to make or revise fiscal policies and procedures; design, recommend and implement changes in accounting systems, controls, and procedures.

Plan, organize and implement long and short-term programs and activities designed to enhance budgets and financial and accounting activities; develop, implement, and monitor accounting systems for a variety of financial functions.

Direct the preparation and maintenance of a variety of mandated and requested narrative and statistical reports, financial data, records, and files related to budget control, financial statements, investments, accounts payable and accounts receivable; submit or present reports to the Board, administrators or appropriate local, state or federal agency.

Direct the preparation of vendor payments, collection and posting of revenues, and reconciliation of ROP accounting records; approve vendor payments, assuring payments are properly processed according to established procedures.

Develop and implement student attendance accounting systems for the collection and reporting of data required for Average Daily Attendance reporting; prepare related reports and submit to local, State, federal and other funding agencies.

Communicate with other administrators, personnel, outside organizations, and the community to coordinate activities and programs, resolve issues and conflicts and exchange information; consult with other departments to enhance budget control and accounting capabilities.

Administer that the ROP's financial record management and reporting functions are within state and county legal requirements and budget limitations; assure timely and accurate financial reporting; assure proper internal controls, audit trails and record maintenance.

Monitor and audit the accounting and financial record management and reporting functions to assure that established operational procedures and guidelines are followed.

Coordinate and obtain bids from outside contractors; direct the preparation of formal and informal bids and contracts.

Attend Board, public, staff meetings and conduct a variety of meetings as assigned; participate on assigned committees; prepare and present reports regarding the financial and business activities of the ROP.

Assist the Superintendent in the management of the ROP and act as the Interim Superintendent in her absence.

Assist and coordinate the auditing of financial statements with federal and state auditors.

Operate a computer and assigned software programs; operate other office equipment as assigned; drive a vehicle to conduct work.

Organize and assure accuracy of inventory activities for ROP supplies and equipment.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Planning, organization and direction of fiscal operations and activities.

Budget administration, preparation, and control.

Principles and practices of ROP accounting include auditing, budgeting and fiscal control principles and procedures.

Planning, modification, maintenance and repair of ROP facilities and equipment.

County and state laws, regulations and reporting requirements for various funds and programs relating to ROP.

Financial analysis and projection techniques.

Generally Accepted Accounting Principles (GAAP) and Governmental Accounting Standards Board (GASB), practices and procedures.

Accounting, budget, and business functions of ROP.

Financial and statistical record-keeping techniques.

Development, administration and methods of reporting and processing financial data.

Oral and written communication skills.

Principles and practices of administration, supervision, and training. Interpersonal skills using tact, patience, and courtesy.

Operation of a computer and assigned software.

ABILITY TO:

Plan, organize, control, and direct the fiscal operations and activities of ROP.

Prepare, develop, monitor, and administer the ROP budget and related policies and controls.

Plan, coordinate, and direct facilities planning, maintenance and repair activities.

Supervise the performance of assigned personnel.

Analyze financial data and prepare forecasts and recommendations.

Prepare financial and budget reports required by the state, administration, federal agencies, and the Board of Education.

Communicate effectively both orally and in writing.

Perform audits and analyze audit reports.

Interpret, apply, and explain rules, regulations, policies, and procedures.

Establish and maintain cooperative and effective working relationships with others.

Operate a computer and assigned office equipment.

Analyze situations accurately and adopt an effective course of action.

Meet schedules and timelines.

Work independently with little direction.

Plan and organize work.

Direct the maintenance of a variety of records, reports and files related to assigned activities.

EDUCATION AND EXPERIENCE:

Required: Master's degree in business administration, accounting or related field and five years of management experience in the administration of budgets or accounting activities.

Employees who were hired before June 30, 2023, will be grandfathered into their current position regardless of changes made to their job qualifications. This means that any changes to the job qualifications of an employee hired prior to June 30, 2023, will not result in a loss of employment, demotion, or reduction in pay or benefits. This provision does not apply if the employee is promoted or applies for a new position within the organization. Employees hired on or after July 1, 2023, will be subject to the changes made to the job descriptions that are effective on July 1, 2023.

LICENSES AND OTHER REQUIREMENTS:

Valid California Class C driver's license.

WORKING CONDITIONS:

ENVIRONMENT: Office environment.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.

Hearing and speaking to exchange information and make presentations.

Seeing to read a variety of materials.