

CHIEF BUSINESS OFFICERJob Summary

Under the direction of the Superintendent, the Chief Business Officer (hereafter: CBO) is responsible for the immediate supervision of all financial aspects of the district budget, including the business department, maintenance and operations, transportation and food services and performs other duties as assigned.

QualificationsRequired:

- Bachelor's Degree
- Three years of related experience
- Government Fund accounting experience
- Valid California Driver's License (Incumbent must be insurable at the "standard rate" by the employer's insurance carrier at all times while employed with CUSD. This position requires the incumbent to enroll in the DMV Government Employer Pull Notice Program at time of hire)

Desirable:

- Previous experience in a public school system or institution of higher education.
- Spanish speaking

Knowledge and Ability

1. Knowledge of sound business principles.
2. Ability to analyze and make recommendations regarding business techniques.
3. Knowledge of current laws, policies and regulations.
4. Ability to organize, control and retrieve information.
5. Knowledge of accounting, data processing, internal controls and State and Federal requirements.
6. Ability to analyze and utilize financial records in making decisions.
7. Knowledge of school finance formulas, funding sources, legal factors, and all income and expenditure classification.
8. Ability to utilize computer data to control expenditures and cash flow.
9. Knowledge of law, policies and regulations relating to personnel.
10. Knowledge of required job skills and background requirements for each position being filled.
11. Ability to assess staffing needs.
12. Ability to understand evaluation techniques; judging weaknesses and strengths of individuals.
13. Ability to organize and delegate.
14. Overall knowledge of physical plant operations.
15. Knowledge of Title 24, building codes, education code, schools accounting manual, Title V. Board policies and regulations and other federal, state and local laws.
16. Ability to deal effectively with vendors, awareness of product quality, knowledge of purchasing/receiving techniques and control.
17. Knowledge of district purchasing procedures and the legal aspects of purchasing.
18. Ability to drive a car.

Essential Functions of this position, which may change or evolve in the future, are, but not limited to, the following:

1. Immediate supervision of all financial accounting and reporting.
2. Assists the Superintendent in the preparation and administration of the budget.
3. Responsible for the supervision of purchasing and distributing of supplies, equipment, services and insurance.
4. Responsible for property accounting, inventory records, and warehouse control.
5. Supervises payroll and payment procedures.
6. Reviews warrant payments for supplies, equipment, or services that have been approved by the Board.

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7. Supervises attendance accounting and reporting.
8. Directs the supervision of pupil transportation services.
9. Directs the supervision of maintenance of buildings, equipment and grounds.
10. Responsible for the business management phases of the cafeteria programs.
11. Services as staff advisor to the school principals on problems of operations.
12. Participates in the selection, assignment, training and evaluation of personnel for immediate areas of responsibility.
13. Supervises the accounting for student body funds.
14. Responsible for the supervision of administration of civic center use of school plant facilities.
15. Represents the District in the supervision of building construction.
16. Responsible for the direction and coordination of all personnel assigned to the business division.
17. Directs the District Civil Defense and Disaster Preparedness Plan.
18. Develops, organizes and recommends fiscal policies, goals and programs for the district.
19. Directs preparation of required Federal, State and Local reports.
20. Provides information relating to personnel, and physical plant operations to the Superintendent.
21. Supervises District risk management program.
22. Responsible for sound fiscal controls, plant security, and vandalism and loss prevention.
23. Attends Board meetings and provide fiscal reports and information to the Board.
24. Represent the Administrative team in negotiations.

Physical Requirements of this position are, but not limited to, the following:

1. Mental acuity to manage and direct business administration programs, interpret and implement rules relating to these programs, make policy decisions, evaluate results, and make determinations relative to the effective performance of the tasks.
2. Facility to sit at a desk, conference table or in meeting rooms of various configurations for extended periods of time.
3. Facility to see and read, with or without vision aids, laws and codes, rules and policies and other printed matter.
4. Facility to hear and understand speech at normal room levels and to hear and understand speech on the telephone.
5. Manual dexterity to operate a telephone and enter data into a computer.
6. Facility to speak in audible tones so that others may understand clearly in normal conversations, in training sessions and other meetings.
7. Physical agility to lift, bend, climb, stoop, and to reach overhead.
8. Facility to drive a car.

Note: The list of essential functions and physical requirement is not exhaustive and may be supplemented as necessary in accordance with the requirements of the job.