

**CHIEF BUSINESS OFFICIAL**

**JOB SUMMARY:**

Under the direction of the Superintendent, the Chief Business Official is responsible for the immediate supervision of all financial aspects and operations of the District.

**REQUIRED QUALIFICATIONS:**

**Ability to:**

1. Demonstrate personal qualifications generally recognized as essential for good public employees including integrity, initiative, dependability, courtesy, good judgment, work cooperatively, and provide leadership in the area of Business Services.

**Knowledge of:**

1. County and State accounting procedures, payroll and vendor payments, double entry accounting theory and use of various machines in accounting purposes.
2. Methods and practices of financial record keeping.
3. General ledger and subsidiary ledger systems.
4. Business practices, procedures and terminology.
5. Budgetary procedures and methods.
6. Current laws, policies, and regulations affecting public agencies.
7. Computer skills.

**Education:**

1. A four-year college degree in business administration or related field preferred, or equivalent to completion of four years of college with a major in accounting or business administration required. (Additional qualifying experience may be substituted on a year-for-year basis for the required education, providing the applicant has completed both elementary and advanced courses in accounting, or candidate possesses or qualifies for CBO certification from an accredited program).

**Experience:**

1. Three years of increasingly responsible experience in the preparation and maintenance of financial or statistical records.
2. Experience in a leadership position with increasing responsibility that includes personnel supervision and evaluation.

**ESSENTIAL FUNCTIONS:**

Duties include, but are not limited to, the following:

1. Under direct supervision of the Superintendent, the Chief Business Official performs complex financial work involved with all aspects of the District's financial operations.
2. Develops, coordinates, and monitors the District budget.
3. Maintains District financial records and accounts and submits reports in a timely manner to other agencies and the Board of Trustees.
4. Ensures that financial documents are accurate and adhere to legal and procedural requirements.

5. Establishes and implements procedural steps to insure and/or authorize payments and warrants.
6. Applies standard formulas and uses predetermined guides, prepares financial reports and summaries.
7. Supervises assigned employees responsible for a variety of tasks including payroll, benefit administration, accounting, food service operation, clerical, and other areas as determined by the Superintendent.
8. Prepares all budgets including, but not limited to, General Fund budget as well as categorical, project, and grant budgets.
9. Plans annual audits and works with auditors on annual audit.
10. Supervises attendance accounting and reporting.
11. Assists school principal with the accounting of student body funds.
12. Assists the District in the supervision of building construction.
13. Acts as member of the District negotiating team.
14. Maintains accurate records of federal projects and grants.
15. Coordinates financial activity with County, State and Federal agencies.
16. Checks legal and procedural requirements involved in payment of salary and other warrants and makes recommendations for revisions where conflicts occur.
17. Supervises maintenance of information on personnel regarding vacation, sick leave, and other authorized leaves for all employees.
18. Supervises risk management and workers compensation programs.
19. Analyzes and, when necessary, promotes legislation beneficial to the District's fiscal, personnel, and operational aspects.
20. Maintains and coordinates property/liability insurance.
21. Directs maintenance of financial accounts, care of contracts and other business papers, including administration of the school budgets, auditing, cost accounting, salary accounts, property accounting, insurance, cafeteria accounts, reports, inventories of supplies and equipment.
22. Directs preparation of budget estimates for all divisions in accordance with instruction from the Superintendent in the preparation of the annual budget.
23. Performs other related duties as may be assigned by the Superintendent.

**PHYSICAL REQUIREMENTS:**

1. The physical requirements of the position include, but are not limited to, the following:
2. Mental acuity to manage and direct business administration programs, including interpret and implement rules relating to these programs, make policy decisions, evaluate results, and make determinations relative to the effective performance of the tasks.
3. Facility to sit at a desk, conference table or in meeting rooms of various configurations for extended periods of time.
4. Facility to see and read, with or without vision aides, laws and codes, rules and policies and other printed material.
5. Facility to hear and understand speech at normal room levels and to hear and understand speech on the telephone.
6. Manual dexterity to operate a telephone and enter data into a computer.
7. Facility to speak in audible tones so that others may understand clearly in normal conversations, in training sessions and other meetings.
8. Physical agility to lift, bend, climb, stoop, and to reach overhead.
9. Facility to drive a car.

**Employment: 12 month employee**

**Approved: March 8, 2012**