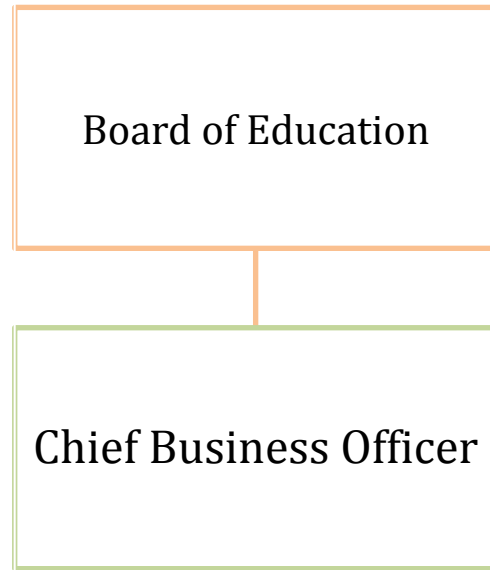


CHIEF BUSINESS OFFICER

Job Title:	Chief Business Officer
Budget Code:	
Initial:	July 1, 2008
Revised:	May 26, 2010
Work Year:	261 days
Office:	Business
Department:	Business
Reports To:	Board of Education
FLSA Status:	Exempt
Pay Range:	Administrative Salary Schedule

Related Organization Chart



SUMMARY:

Responsible for advising the superintendent and school board on the financial and budget matters of the district. The chief financial officer prepares and administers the district budget, guides the development of long-term capital financing methods, directs and supervises all business/finance functions including accounting, payroll, budgeting, accounts payable, purchasing, and grants while adhering to district policies and procedures.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The following statements of duties and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position. Actual duties, responsibilities, frequency, and percentages may vary depending upon building assignments and other factors.

- Direct the receipt, management of investments and expenditures of the district’s funds to insure proper and maximum returns on these funds. Forecasts short- and long-range cash requirements and obligations as a basis for sound financial funding mechanisms.

- Provide leadership for the development, maintenance, enhancements and continual improvement to the district's comprehensive financial data systems.
- Serve on the superintendent's cabinet and leadership team.
- Direct the grants management programs to ensure maximum and effective participation in all available local, state, and federal grants.
- Assure protection of the assets of the district by enforcing and promoting internal controls, internal auditing, and ensuring proper insurance coverage.
- Act as the district's representative on statewide school finance committees. Provide advice to the district's lobbyist on all school finance legislation.
- Direct the preparation of the Comprehensive Annual Financial Report and other reports as required by the board of education and state and federal agencies to assure compliance with the law. Direct the external audit processes.
- Direct the preparation and implementation of the district budget to ensure compliance with state laws and alignment with district goals.
- Direct the administrative activities required for all financial aspects of budget override and school-bond-issue elections.
- Initiate school board policy development on business and budget related matters of the district.
- Provide financial advice on the district's negotiations with employee groups to allow negotiation settlements to be within budget. Serve on the district's negotiation team.
- Act as the district's representative in the purchase or sale of property.
- Perform other duties as assigned

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND TRAINING:

Master's degree in business, accounting, finance, public or education administration.

EXPERIENCE:

Over five, up to and including seven years of experience in public sector financial management including increasing supervisory responsibility and administration of governmental accounting system, ability to work well with others in a diverse educational community, demonstrated knowledge of computer application skills (i.e. Microsoft Word, Excel, PowerPoint), and excellent written and verbal communication skills.

SKILLS, KNOWLEDGE, EQUIPMENT & OTHER:

Operating knowledge and experience with office equipment, personal computers, computer software. Operating knowledge of and experience with personal computers and hardware. English language skills required.

CERTIFICATES, LICENSES, & REGISTRATIONS:

None

SUPERVISION/TECHNICAL RESPONSIBILITY:

Directly supervises the Director of Finance and Administrative Assistant to the CFO, indirectly supervises up to 10 employees through direct reports. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring and training employees; promoting and transferring employees; planning, assigning and directing work; appraising performance; rewarding, disciplining and terminating employees; and addressing complaints and resolving issues.

BUDGET AND/OR RESOURCE RESPONSIBILITY: This position has sole responsibility for developing, administering, monitoring and coordinating the district budget and initiating requisitions. Also responsible for participating and recommending all budgets district wide for board approval. Responsible for developing, coordinating, monitoring, and administering budgets in the areas of finance, accounting, accounts payable, payroll, budget, purchasing, warehouse, grants management, nutrition services, audit, banking, and debt service.

The physical demands, work environment factors, and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel. The employee frequently is required to talk or hear. The employee is occasionally required to reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. There are no special vision abilities required by this job.

WORK ENVIRONMENT:

The noise level in the work environment is usually moderate.