

CHIEF BUSINESS OFFICIAL (CBO)

DEFINITION

Under general administrative direction, plans, organizes, and administers the fiscal, accounting, and business services of the District; provides advice, consultation, and assistance to the Superintendent on matters related to contract administration with employee groups; develops and administers the annual budget; and performs related work as required.

CLASS CHARACTERISTICS

Attendance at evening meetings and travel to meetings in and out of the District is required. Position is exempt from overtime compensation.

LICENSE REQUIRED

Possession of a valid and appropriate California driver's license.

EXAMPLES OF DUTIES

Plans, organizes, and directs the work of the fiscal, accounting, purchasing, food service, and other business departments including budget development and control, payroll, proper disbursement of funds for taxes, salaries, contracts, materials, supplies and equipment, financial report preparation, and audits. *E*

Prepares agenda items, resolutions, and special reports for the Board of Trustees for the departments, attending meetings to present background, develop recommendations, render advice, and receive direction. *E*

Represents the Board in negotiations for insurance, real property, equipment, insurance claim settlements, and services. *E*

Prepares, reviews and signs, on behalf of the Board, a wide range of reports and documents. *E*

Prepares budget guidelines; directs the preparation of the annual budget, advising the Board relative to policy and school finance. *E*

Directs the borrowing and investment of funds. *E*

Reviews and monitors the insurance coverage, including negotiating and placement of insurance for casualty, liability, and other coverage. *E*

Reviews and monitors the maintenance of physical inventory records. *E*

Directs the staffing, assignment, training, evaluation, and discipline of employees within the assigned departments. *E*

Participates in and advises on the financial and operational aspects of labor contract negotiations. *E*

EXAMPLES OF DUTIES (cont.)

Analyzes contract proposals for cost impact. *E*

Establishes and facilitates committee and study groups. *E*

Prepares new and revised policies and regulations. *E*

Meets with members of the public and public officials on mutual problems, concerns, and projects. *E*

Analyzes and adjusts budgets as required to comply with directives of District executives or changes in state and federal legislation and regulations. *E*

Prepares correspondence, written, oral, and comprehensive reports, and multi-year projections regarding the budget annually as required. *E*

Directs development of automated budgetary record keeping systems. *E*

Approves budget transfers and personnel requisitions. *E*

Directs the accounting control of school funds held in the county treasury and collections of funds received by District. *E*

Directs the maintenance of student body accounting records; directs the maintenance of records, preparation of financial reports, and claims for reimbursement for regular and specially funded programs. *E*

Conducts cash flow analysis; researches and recommends investments and maintains control of investments. *E*

Ensures availability of funds through issuance of Tax and Revenue Anticipation notes (TRAN) as needed. *E*

Performs special financial or statistical research or analytical studies in the formulation of new policies and planning of new or revised programs. *E*

Conducts audits of various school district funds or accounts; assists auditors conducting audits of programs and financial records. *E*

May serve on Superintendent's Cabinet and Council. *E*

Performs related work as required.

**MINIMUM QUALIFICATIONS****Knowledge of:**

1. Principles and methods of modern public and business administration and management;
2. Budget, accounting, fiscal, and financial analysis, record keeping principles, procedures, and methods;
3. Auditing and inventory control procedures;
4. Principles of contract administration, business law, and risk management;
5. Advanced business math and basic statistics;
6. Personal computer systems and software applicable to budgetary, and financial record keeping;
7. Objectives and operations of a school district;
8. Available sources and methods and techniques for compiling and analyzing factual data; and
9. General principles of supervision, training, and personnel administration;

**Ability to:**

1. Plan, organize, coordinate, and direct a broad division management program to meet requirements of law, quality standards, and rigid deadlines;
2. Prepare and present clear and comprehensive oral and written reports appropriate to each audience including concise financial reports;
3. Plan, organize, and direct a complex budget management program;
4. Read, interpret and administer statutes, policies, and regulations concerned with the legal responsibility of the District, school district accounting, budgeting, and financial transactions;
5. Collect, assimilate, and evaluate data and prepare sound recommendations based on such information;
6. Chair meetings, lead discussions, and elicit individual and group cooperation;
7. Analyze problems, develop sound problem-solving models, and arrive at appropriate solutions to problems;
8. Supervise, instruct, and train staff and assigned departments;
9. Proficiently use a PC, appropriate software, and calculator;
10. Operate a vehicle observing legal and defensive driving practices;
11. Understand and carry out complex oral and written instructions; and
12. Establish and maintain effective relationships with those contacted in the course of work.

**EDUCATION AND EXPERIENCE**

Varied and extensive professional level accounting experience with emphasis on budget development, program accounting, payroll, accounts payable, accounts receivable, financial analysis, and financial reporting, including experience at a supervisory or managerial level directing the work of accounting professional or clerical staff. Public sector or school district experience is preferred. Upper division or graduate course work in advanced accounting, cost accounting, business law, school business administration or supervision is desirable.

WORKING CONDITIONS

Environment:

Office environment; subject to driving a vehicle to conduct work; and variable hours including night meetings.

Physical Abilities:

Dexterity of hands and fingers to operate standard office equipment; hearing and speaking to exchange information and to make presentations; sitting or standing for extended periods of time; seeing to read, analyze, and review complex financial data.