



## Classified Management/Supervisory Job Description

Board Approved: January 25, 2017

Revised Board Approved: June 16, 2021

Position Title: **Chief Business Official**  
Contract Term: 12 months per year, 8 hours per day  
Salary Range: Classified Management/Supervisory Salary Schedule – Range 6

### GENERAL DEFINITION:

Under general direction of the superintendent, responsible for financial management of the district including budget, financial records control, audit of all district accounts, and coordination of district programs as assigned. Develops plans for financing of district programs and staff, and responsible for ensuring financial compliance of various programs. Interprets laws and policies to independently make executive level decisions during the superintendent's absence.

### UNDER SUPERVISION OF:

Superintendent or Designee

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Plan, develop, produce, revise and adhere to an annual budget for the school district.
2. Prepare essential reports, collect data, supervise accounting practices/procedures and administer all aspects of the business operations of the district.
3. Assist the superintendent in maintaining good financial practices in school business operations and maintain a solvent district with strong financial standing as evidenced by annual reports.
4. Participate in collective bargaining.
5. Present the district's financial reports to the board at public meetings.
6. Make presentations and forecast average daily attendance funding based on a variety of information and sources.
7. Supervise assigned staff and operations.
8. Supervise and audit the funds of Associated Student Body and various school-related club accounts.
9. Provide information for and/or participate in audits of district funds and programs.
10. Direct and coordinate the work of personnel assigned.
11. Evaluate all employees assigned to him/her and review evaluations of all personnel within his/her organizational responsibilities.
12. Attend board meetings and participate as a member of the superintendent's management team and cabinet.
13. Administer the district's insurance and inventory programs. Responsible for grants, developer fees/studies, and actuarial studies.

14. Communicate effectively with students, parents, board members, co-workers, subordinates, administrative personnel, the general public, representatives of public and private organizations, and others to sufficiently exchange or convey information.
15. Independently compose documents such as reports and letters.
16. Work with the public, participate on committees, and attend school related activities when required.
17. Direct financial recordkeeping procedures, recommend improvements, maintain internal auditing practices, implement recordkeeping procedures and/or techniques, perform special studies or prepare reports relative to staff or procedural improvement as assigned.
18. Use discretion and judgment in discussing problems involving fiscal services, office practices and policies with the public and fellow employees.
19. Attend and participate in meetings, trainings, and a variety of professional development activities.
20. Other related duties as assigned.

**QUALIFICATION REQUIREMENTS:**

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/OR EXPERIENCE:**

**CERTIFICATES AND LICENSES:**

- Three years of experience in an accounting or financial profession, preferably in public school districts as a sitting Chief Business Official or Director of Fiscal Services.
- A combination of education and experience equivalent to four years of college-level coursework in accounting, business administration, public administration, or a related field.
- BA/BS degree from an accredited college or university in accounting, business administration, public administration, or related field preferred.
- Certification by the California Association of School Business Officials (CASBO) preferred.
- Demonstration of experience in the use of accounting software and technology.
- Experience in supervision and evaluation of personnel, and labor relations.
- Experience in public speaking and presentations.
- Valid California drivers' license and evidence of insurance, access to an automobile, TB, and criminal justice fingerprint clearance.

**MATHEMATICAL SKILLS:**

- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent, draw and interpret graphs. Performs arithmetic calculations at the level necessary for satisfactory job performance.

**LANGUAGE SKILLS:**

- Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to communicate clearly and concisely, both orally and in writing. Ability to effectively present information in one-on-one and small group situations to staff, parents, students, administrators and the public. Ability to independently compose letters, memoranda, reports and various other written and verbal communications.

**REASONING ABILITY:**

- Ability to independently problem solve unique student and employer situations. Ability to understand and carry out detailed written and oral instructions.

**OTHER SKILLS AND ABILITIES:**

- Methods and practices of financial record keeping. Knowledge of district local, state and federal personnel laws and policies. Basic school business financial and general school district operations. Office methods and procedures. High-level computer operations including competent use of e-mail and Internet, database, word processing, and spreadsheet software. Establish and maintain cooperative relationships with those contacted in the course of work. Ability to use a computer and job-related software.

**PHYSICAL DEMANDS:**

- The physical demands described here 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. While performing the duties of this job, the employee is regularly required to stand, walk, and sit. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee will occasionally lift and/or push up to 40 lbs. Specific vision abilities required by this job include close vision, distance vision, and depth perception.

**WORK ENVIRONMENT:**

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The noise level in the work environment may be moderate to loud.

***The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned.***