

LAS LOMITAS ELEMENTARY SCHOOL DISTRICT

JOB DESCRIPTION

CHIEF BUSINESS OFFICER

BASIC FUNCTION:

Under the direction of the Superintendent, provide administrative leadership in the financial and business operations of the District; manage district budget, investment and risk management, facility management, payroll, purchasing and accounts payable; assist the Superintendent with administration of District building program, collective bargaining, personnel management, strategic planning, compliance monitoring and in the representation of the District, both locally and regionally; supervise and evaluate the performance of assigned personnel.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Plan, organize, control and direct District-wide Fiscal Services operations and activities including accounting, budget, payroll, purchasing, custodial, facility planning, maintenance, transportation and repair functions; establish and maintain Fiscal Services time lines and priorities; ensure optimal allocation of resources; ensure related activities comply with established standards, requirements, laws, codes, regulations, ordinances, policies and procedures.
- Coordinate and direct financial record-keeping, reporting and related auditing functions to ensure accurate and timely accounting and reporting of District funds and budgets; review financial statements, records and reports to ensure accuracy, completeness, proper coding and compliance with Generally Accepted Accounting Principles; direct activities to ensure proper and timely identification and resolution of fiscal issues, errors and discrepancies.
- Supervise and evaluate the performance of assigned personnel; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; coordinate subordinate work assignments and review work to ensure compliance with established standards, requirements and procedures; ensure employee understanding of established requirements.
- Provide technical assistance and expertise to District administrators, Board members and personnel concerning fiscal and budgetary functions; respond to inquiries and provide detailed and technical information concerning related accounts, funds, budgets, income, expenditures, records, reports, standards, requirements, projections, principles, laws, codes, regulations, policies and procedures.
- Plan, organize, control and direct District accounts payable, accounts receivable and payroll functions; direct and ensure accuracy of related transactions including income, expenditures and fund transfers; ensure proper and timely payment of financial obligations and District employees; direct the preparation, review and processing of purchase orders, reimbursements and invoices; ensure proper billing for fees and collection and processing of revenue to ensure fiscal solvency.
- Coordinate, direct and participate in the development, preparation, review, revision and analysis of the District and departmental budgets to ensure proper allocations, fund disbursement, fiscal solvency and compliance with legal requirements; evaluate and project annual income and expenditures to determine budget requirements; compile and analyze costs and provide direction concerning budgetary allocations, limits and expenditures; revise and distribute budget packets.
- Direct and participate the preparation and maintenance of various financial and statistical records and reports related to budgets, accounts, income, expenditures, grants, programs, billings, accountability, attendance, personnel, actuals and assigned activities; ensure mandated reports are submitted to appropriate State or federal agency in accordance with established time lines and requirements.
- Direct financial and strategic planning to ensure fiscal integrity and accountability for the District and meet the needs of students; develop and recommend fiscal measures to enhance resources and assist the District in meeting established educational goals and objectives; participate in planning construction projects, developing facilities and designing building specifications.
- Plan, organize, control and direct the calculation, posting, auditing and adjustment of financial transactions; monitor, evaluate, balance and reconcile various accounts, funds and budgets; ensure accurate accounting of funds including income and expenditures; initiate budget and fund transfers as appropriate; audit accounts for errors and make appropriate adjustments.
- Direct District-wide operational support functions to ensure smooth and efficient school and administrative activities; ensure proper inspection, cleaning, maintenance and repair of District buildings, facilities, grounds

and equipment; ensure food service and transportation functions meet student needs; coordinate and direct the purchasing of supplies, services and equipment.

- Monitor and analyze Fiscal Services operations and activities for financial effectiveness and operational efficiency; direct the development and implementation of policies, procedures and programs to enhance the financial effectiveness and operational efficiency of Fiscal Services operations and activities, and District capacity to meet student needs.
- Maintain current knowledge of laws, codes, ordinances, regulations and pending legislature related to Fiscal Services operations and activities; modify programs, functions and procedures to ensure compliance with local, State and federal requirements as appropriate.
- Coordinate and oversee activities related to external audits of District programs and offices; assist and provide fiscal information to outside auditors as needed; respond to audit findings as needed.
- Communicate with administrators, personnel and various outside agencies to exchange information, coordinate activities and resolve issues or concerns.
- Operate a variety of office equipment including a computer and assigned software; drive a vehicle to conduct work.
- Participate on the District negotiating team and assist with related collective bargaining activities for classified and certificated bargaining units; maintain confidentiality of sensitive and privileged information.
- Oversee and participate in the preparation, processing and distribution of fiscal forms and correspondence; review various contracts, agreements and negotiations for compliance with legal and fiscal requirements; maintain records concerning insurance policies and programs of the District.
- Attend and conduct various meetings as assigned; prepare and deliver oral presentations concerning District budgets and Fiscal Services operations.

OTHER DUTIES:

- Perform related duties as assigned.

REQUIRED QUALIFICATIONS:

Education and Experience:

- Any combination equivalent to: Master's degree a business-related field and five years increasingly responsible accounting experience involving the review, analysis, maintenance and adjustment of various budgets, funds and accounts.

Licenses and other Requirements

- Valid California Class C driver's license.

Knowledge of:

- Planning, organization and direction of District-wide Fiscal Services operations and activities including accounting, budget, payroll, purchasing, custodial, food services, facility planning, maintenance, transportation and repair functions.
- Accounting, budget and business functions of a school district.
- General methods, practices, procedures, materials, tools and equipment used in facility inspection, cleaning, planning, construction, maintenance and repair activities.
- Generally accepted accounting and auditing principles, practices and procedures.
- Financial and statistical record-keeping techniques.
- General principles, methods, practices and procedures of purchasing and contract administration.
- Advanced theory and application of budgetary planning and control in a school system.
- Applicable local, State and federal laws, codes, ordinances, regulations, policies and procedures.
- District organization, operations, policies and objectives.
- Policies and objectives of assigned programs and activities.
- Principles and practices of administration, supervision and training.
- Budget preparation and control.

- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Operation of a computer and assigned software.
- Public relations techniques.

Ability to:

- Plan, organize, control and direct District-wide Fiscal Services operations and activities including accounting, budget, payroll, purchasing, custodial, food services, facility planning, maintenance, transportation and repair functions.
- Coordinate and direct financial record-keeping, reporting and related auditing functions to ensure accurate and timely accounting and reporting of District funds and budgets.
- Supervise and evaluate the performance of assigned personnel.
- Direct the preparation, development, monitoring, review, analysis, maintenance and adjustment of District and school district budgets, funds and accounts.
- Direct financial record-keeping, reporting and auditing functions to ensure accurate and timely accounting and reporting of funds and budgets.
- Ensure accurate accounting of funds including income and expenditures.
- Coordinate, direct and participate in the development, preparation, review, revision and analysis of the District and departmental budgets.
- Provide technical assistance and expertise concerning accounting and budget functions.
- Evaluate financial and budgetary data and prepare reports, forecasts and recommendations.
- Interpret, apply and explain laws, codes, regulations, policies and procedures.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Operate a computer and assigned office equipment.
- Analyze situations accurately and adopt an effective course of action.
- Meet schedules and time lines.
- Work independently with little direction.
- Plan and organize work.
- Direct the preparation and maintenance of various financial and statistical records and comprehensive accounting reports.

WORKING CONDITIONS:

Work Environment:

- Indoor Environment.
- Drive a vehicle to conduct work.

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.

- Dexterity of hands and fingers to operate a computer keyboard.
- Seeing to read a variety of materials.
- Sitting for extended periods of time.
- Hearing and speaking to exchange information and make presentations.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.

Board Approved: 02/14/18

FLSA Status: Exempt

Chief Business Officer