

JOB DESCRIPTION

PERRIS ELEMENTARY SCHOOL DISTRICT

CHIEF BUSINESS OFFICIAL

DEFINITION:

Under the direction of the Superintendent, the Chief Business Official is responsible for the organization and administration of the financial and business affairs of the District, including budget, accounting, payroll, risk management, purchasing, maintenance and operations, facilities, nutrition services and information systems technology.

The Chief Business Official must be committed to excellence in public education and shares the District's commitment to promoting a strong educational program within a caring, supportive learning environment. The ideal candidate will welcome the challenge of working with an exceptional administrative team. The right individual will be a creative thinker and problem solver with a systems perspective.

DUTIES AND RESPONSIBILITIES:

The Chief Business Official provides Districtwide leadership and direction in the following areas:

- Serves on the Superintendent's cabinet
- Providing advice and counsel to the Superintendent, management team and others on all matters relating to the functions of the District's business services division
- Preparing reports and recommendations for the Superintendent, including comprehensive financial data covering all aspects of school finance
- Providing expertise and leadership in coordinating and managing all matters relating to the external auditing of all fiscal aspects of programs and offices in the District
- Planning, organizing, developing, directing and administering internal operation procedures and standards of performance pertaining to planning, fiscal, and business services-related functional activities
- Administering pupil attendance for the District and providing for the preparation of required county, state, and federal reports
- Planning, organizing, developing, and recommending budget and financial related goals, objectives, standards, and policies
- Preparing and monitoring the annual budget and interim reports, including estimating revenues and expenditures
- Planning, organizing, directing and managing the District's budget development process which includes the analysis of data in projective and forecasted form
- Presenting the budget and interim report to the Superintendent, governing board, staff, and community
- Provide leadership and expertise in planning, organizing, and maintaining independent evaluation and audit programs to ensure that the District's funds, accounts, services, and products are maintained in accordance with the District standards, guidelines, fiscal goals and objectives

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- Serves as the District's representative in legal matters pertaining to the District's financial interests
- Serves as the District's investment manager, including administration of bonds and state loan
- Serves as a resource and assists in the development of management options and preparation of data essential to the collective bargaining process; serves as a resource and provides assistance in negotiations and administering contracts
- Represents the District to Joint Powers Authorities for business and operations
- Reviews all contracts, agreements, and negotiations for legal form and maintains records covering insurance policies and programs of the District
- Secures and maintains adequate insurance and fidelity bonds as required by law, and administer the various District insurance programs
- Plans, recommends, and establishes procedures and controls for efficient property management, including collection and monitoring of developer fees, rentals, and contracts; administers rental and leasing of facilities
- Gathers, organizes, and disseminates information pertaining to pending legislation and adopted legal mandates affecting the District's functional responsibilities, programs, and activities
- Administers, supervises, reviews, audits, inspects, observes, counsels, assesses, and evaluates the performance of supervisory and management personnel responsible for the various internal operational units
- Assumes a leadership role in the data gathering process and in the preparation of the Board of Education's agenda and related materials
- Performs other duties as assigned

QUALIFICATIONS:

The successful candidate will have:

- A bachelor's degree from an accredited college or university with a major in accounting, finance, business administration, or a related field or a combination of training, education, and experience equivalent to a bachelor's degree
- Five years of public school business experience with a minimum of three years in a supervisory/management position
- Strong facilities background preferred
- Middle/Elementary school district experience preferred

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ENVIRONMENT AND PHYSICAL ABILITIES:

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

SALARY:

The salary range for this position is \$141,605 to \$156,306. In addition to the salary, an attractive fringe benefit package is offered. Includes 22 Vacation Days and 15 paid Holidays.

223 Work Days – 22 Vacation Days

Job Description: Classified Management/Chief Business Official

Chief Business Official Salary Schedule 207

\$141,606-\$156,306/Yearly

Revisions Board Approved: September 8, 2016