

Gridley Unified School District
Job Description

JOB TITLE: Chief Business Official

SALARY RANGE: Classified Managers Salary Schedule

DEPARTMENT: Administration

LOCATION: District Office

REPORTS TO: Superintendent

BOARD APPROVED: 12/19/01

SUMMARY: Under the general direction of the Superintendent, the Business Manager administers the operational and business affairs of the District in such a way as to provide the best possible educational services with the financial resources available.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Serve as chief administrative officer in the absence of the Superintendent.
- Develop a systematic annual fiscal plan to make budget assumptions for both short-term and long-term capital and operational expenditures.
- Assist the superintendent in all budget preparations.
- Prepare enrollment/ADA projections and attendance documents in order to perform income and expenditure projections consistent with these data.
- Develop a descriptive budget document that displays proposed expenditures in a way that is understandable.
- Supervise and control expenditure of budget appropriations at each site in accordance with the Board budget goals and objectives.
- Implement a procedure for expenditures and monitoring of site budgets.
- Compile data and report regularly to the Superintendent and Board on matters relating to budget revenue, expenditures and balances.
- Provide fiscal and technical assistant to principals and staff.
- Monitor implementation of fiscal laws, policies, and regulations and inform Superintendent of mismanagement, fraud, or negligence.
- Advise Superintendent on all matters relating to business and financial affairs of the district.

- Interprets the financial concerns of the district to staff and community.
- Assist Superintendent in negotiations with bargaining units representing certificated and classified staff.
- Develop comparative data and cost estimates relating to compensation for negotiations between the certificated, classified, confidential, and management staff and the Board.
- Interprets financial terms of negotiated contracts to employees as required.
- Direct the development of all accounting and reporting procedures, systems, and upgrades to record budget appropriations, expenditures, and revenues in accordance with acceptable accounting and reporting procedures.
- Responsible for monitoring all accounting functions against budget appropriations, and reports to the Superintendent and the Board on the status of budget appropriations.
- Sign all purchase orders and requisitions as approved by the Board.
- Actively supervise payroll systems and procedures, accounts payable systems and procedures, and relevant cost accounting systems and procedures.
- Conduct evaluations for Business Services staff.
- Implement a staff development program for Business Services personnel.
- Monitor the systems for internal audit of periodic bookkeeping and accounting transactions, particularly student activities and other fiduciary funds.
- Prepare financial records for the annual audit as required by law.
- Present timely budget status reports to the Superintendent and Board on a regular basis.
- Maintain a current inventory of all school equipment and furnishings.
- Serve as liaison and resource person for major school building projects.
- Assist in long-range planning for future district facility needs.
- Monitor financial transactions to insure consistency with laws, regulations, district policies, and guidelines.
- Monitor the Food Service Program's profitability, efficiency, and effectiveness and report to the Board on a regular basis.

- Establish Food Service cost accounting and cost analysis and reporting programs.
- Correspond with the appropriate officials regarding the financial planning of school construction and the meeting of reporting schedules mandated by legislative and state department mandates.
- Compile, prepare, and transmit required fiscal reports and data to appropriate local, state and federal agencies.
- Serve as Board resource person on all matters relating to school property, liability and automobile insurance programs.
- Serve as the regular member on the Butte School Self-Funded Programs Joint Powers Agreement Board of Directors.
- Attend regular Board meetings and others as required.
- Perform other duties and responsibilities as may be assigned by the Superintendent.

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

Bachelor's degree or equivalent in business, accounting or public administration and at least three years of experience in California school finance and supervision of employees.

or

Associate's degree in business, accounting or public administration emphasis and at least five years of experience in California school finance and supervision of employees.

or

High school diploma and any combination of the above requirements.

QUALIFICATIONS

Knowledge of:

- Public school finance including school district accounting, budgeting, and revenue determination.
- The organizational and budgeting structures of school districts.
- The State Education Code, Revenue, and Taxation code and other statutes, codes, rules, and regulations pertaining to all areas of school finance and revenue determination.
- Financial analysis procedures, methods, and related techniques.
- The general capabilities and applications of electronic data processing relative to assigned areas of responsibilities.
- The responsibilities and operations of the State Department of Education and the State Legislature relative to the finances of school districts.
- Principles and practices of budgeting, accounting, and proper auditing techniques.

- The State Legislature process and current law as it pertains to school finance and business functions.

Ability to:

- Analyze and interpret proposed and adopted legislation affecting school fiscal and budgetary matters.
- Understand, analyze, and explain conflicts mathematical models used for financing schools.
- Communicate effectively, both orally and in writing.
- Direct and coordinate professional and technical staff.
- Organize and administer large-scale data collection efforts involving numerous agencies and personnel.
- Evaluate, train, coordinate, and implement the work of professional, technical, and clerical employees performing a variety of business management and financial analysis functions

LANGUAGE SKILLS: Ability to read and comprehend complex instructions, correspondence and memos. Ability to write effective business correspondence. Ability to effectively present information in one-on-one, small and large group situations.

MATHEMATICAL SKILLS: Advanced math skills required.

REASONING ABILITY: Ability to apply common sense understanding to carry out complex instructions furnished in written, oral, diagram or schedule form. Ability to deal with problems involving a few known variables.

CERTIFICATES, LICENSES AND ABILITIES: California Driver's License required by first day of service.

OTHER SKILLS AND ABILITIES: Ability to interact with staff members, parents and others in an open, friendly, business-like manner. Ability to maintain a cooperative relationship with others while working under rather close circumstances. Ability to work under short deadlines. Maintain a neat and clean business-like appearance.

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 walk, stoop, or kneel. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. However, while lifting amounts above 25 pounds a partner must be used. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision and depth perception and the ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those encountered while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.