

# FALLBROOK UNION HIGH SCHOOL DISTRICT

## Chief Business Officer Senior Classified Management Position Description

### **BASIC FUNCTION:**

Under the direction of the Superintendent, is responsible for planning, organizing and directing the personnel functions and activities of the Business Services Division, including: budget development and monitoring; financial accounting; payroll; employee and student attendance; employee benefits; purchasing and warehouse operations; risk management; financial information services; legislative review and monitoring; and serves as a member of the District's collective bargaining teams.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** include the following. Other duties may be assigned.

- Serves as the Chief Business Officer for the District.
- Plans, organizes, and directs the work of the finance; accounting; purchasing; food service; maintenance, operations and transportation; 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.
- 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.
- Represents the Board in negotiations for real property, equipment, insurance claim settlements, and services.
- Prepares, reviews and signs, on behalf of the Board, a wide range of reports and documents.
- Is a member of the district's bargaining team for the Teachers Association negotiations, advising the team on financial and operational matters.
- Chairs (co-chairs) the district's bargaining team for the classified union negotiations, providing leadership along with financial and operational expertise for the team.

- Meets with members of the public and public officials on mutual problems, concerns, and projects.
- Directs the maintenance of student body attendance accounting records; directs the maintenance of records, preparation of financial reports and claims for reimbursement for regular and specially funded programs.
- Assists the Superintendent in developing the District's long-range financial program, budget, and development of plans for financing all aspects of the District's programs for the purpose of ensuring that the performance objectives are met within budget and in compliance with established operating practices.
- Presents information on a wide variety of topics (e.g., District's budget, various agreements and contracts, various district functions, reports) for the purpose of conveying information, gaining feedback and /or making recommendations regarding district services.
- Administers the district's participation in the Federal Impact Aid Program, including student survey, property valuation and audit records and represents the district at all related functions.
- Administers, through the Director of Food Service, the school lunch program and the school wellness program.
- Administers, through the Director of Maintenance, Operations, and Transportation, the student transportation program.
- Administers, through the Director of Maintenance, Operations, and Transportation appropriate maintenance, repair, or replacement of buildings and equipment.
- Oversees district facilities planning and building construction programs
- Administers the development and monitoring of the District Budget, District payroll, cash flows, accounts payable, accounts receivable; developer fees, and other financial related services.
- Oversees the District's Risk Management Program, Property and Liability Insurance and employee provided Health and Welfare Benefits, including group health insurance, disability insurance and other related or emerging employee benefit plans.
- Administers the district's Workers' Compensation program.
- Serves as the district representative to the San Diego County Office of Education Joint Powers Authority (JPA) for benefits and risk management programs.

- Serves on the Superintendent's cabinet and as one of the liaisons to school sites in the District; serves as a District liaison to local and county agencies.
- Responds to a wide variety of inquires from internal and external sources for the purpose of indentifying relevant issues and recommending or implementing action plans.
- Monitors fund balances of assigned programs and related financial activities for the purpose of ensuring that allocations are accurate, related revenues are generated, expenses are within budget limits and/or fiscal practices are followed.
- Responsible for completing special assignments and other duties as assigned by the Superintendent.

### **QUALIFICATIONS:**

#### **Knowledge of:**

- Principles and methods of modern public and business administration and management;
- Budget, accounting, fiscal and financial analysis, record keeping principles, procedures, and methods;
- Auditing and inventory control procedures;
- Principles of contract administration and business law
- Personal computer systems and software applicable to budgetary and financial record keeping;
- Objectives and operations of a school district;
- Available sources and methods and techniques for compiling and analyzing factual data;
- General principles of supervision, training, and personnel administration;
- Federal, state and other regulations relative to risk management programs, employee benefit programs and employment practices;
- Federal and state law relative to public employment, including collective bargaining issues

#### **Ability to:**

- Plan, organize, coordinate, and direct a broad division management program to meet requirements of law, quality standards, and rigid deadlines;
- Prepare and present clear and comprehensive oral and written reports appropriate to each audience including concise financial reports;
- Plan, organize, and direct a complex budget management program;
- Read, interpret and administer statutes, policies, and regulations concerned with the legal transactions;
- Collect, assimilate, and evaluate data and prepare sound recommendations based on such information;

- Chair meetings, lead discussions, and elicit individual and group cooperation;
- Analyze problems, develop sound problems-solving models, and arrive at appropriate solutions to problems;
- Supervise, instruct, and train staff and assigned departments;
- Proficiently use a PC, appropriate software, and calculator;
- Operate a vehicle observing legal and defensive driving practices;
- Understand and carry out complex oral and written instructions;
- Establish and maintain effective relationships with those contacted in the course of work.

**Experience and Education Required:**

Bachelor's Degree required. Masters in Public Administration, Business Administration or related fields preferred. 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 professionals 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. Minimum of five (5) years of increasing levels of responsibility in a position requiring administrative and/or supervisory responsibilities.

**Physical Requirements:**

Ability to sit and view a computer monitor for extended periods of time; dexterity of hands and fingers to repetitively operate a computer keyboard and other office equipment; visual ability to read (which may be corrected) printed matter and computer monitor display; ability to kneel and bend at the waist and reach overhead, above the shoulders and horizontally to retrieve and store files and supplies; lifting light objects up to 25 pounds.

**WORK ENVIRONMENT:**

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

<b>Supervisor:</b>	Superintendent
<b>Work Year:</b>	247 days
<b>Salary:</b>	Per Contractual Agreement
<b>Overtime Status:</b>	Exempt