

**DIXON UNIFIED SCHOOL DISTRICT**  
**Job Description**

**TITLE:** Chief Business Official

**CLASSIFICATION:** Classified Management

**REPORTS TO:** Superintendent

**SALARY SCHEDULE:** Administrative Management

**WORK YEAR:** 12 Month

**BOARD APPROVAL:** 12/20/2018

**BOARD REVISION:**

**PRIMARY FUNCTION:** Under administrative direction, plans, organizes, controls, and reviews the fiscal, accounting, and business services of the District including development and administration of the annual budget; provides internal financial consulting services and serves as a member of the Superintendent's cabinet; performs financial research and analysis and presents reports to the Board of Education; supervises, trains, and evaluates the performance of assigned personnel; and performs related work as required.

**RELATIONSHIP TO STUDENT ACHIEVEMENT:** This position supports student achievement by assuring an efficiently run and fiscally responsible organization whose budget adequately supports the District's mission, vision, and goals to improve student learning.

**SUPERVISION OVER:** Manager of Food Services, Manager of Maintenance and Operations, classified business office staff and confidential administrative support staff.

**REPRESENTATIVE DUTIES AND RESPONSIBILITIES:** Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but to accurately reflect the primary job elements. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this classification.

- Plans, organizes, and controls the District's business, financial, and accounting operations with responsibility for a variety of activities and functions including attendance accounting, fiscal accounting, cafeteria accounting, payroll, proper disbursement of funds for taxes, salaries, contracts, materials, supplies and equipment, financial report preparation, audits, risk management, and other fiscal programs.
- Implements and evaluates programs, plans, processes, and procedures to achieve District goals for business and financial services.
- Responsible for overseeing and preparing for annual financial audit.
- Responsible for implementing and documenting workflow and permissions on financial computer system.
- Provides training to sites on business office processes, forms and procedures
- Provides training to sites and district office on financial computer system
- Responsible for bond accounting, long-term debt payments, facilities financing (as part of facilities master planning).
- Develops and implements systems of internal control for various District fiscal programs.
- Acts as the primary financial advisor to the district by providing internal consultation services, performing financial research or data analysis, and counseling the Superintendent and Board of Education on immediate and long-range financial management and planning to maintain fiscal solvency and budget control.
- Attends and conducts a variety of meetings and participates in the District's financial committees.
- Provides specialized accounting guidance in collective bargaining activities by projecting and determining the fiscal impact of negotiated settlements on the District's multi-year financial outlook, and prepares alternative scenarios.
- Advises administrators and program managers on the development, implementation, and oversight of program budgets and develops policies and procedures to encourage effective and efficient management controls.

- Serves as a member of the Superintendent's Cabinet and prepares agenda items, resolutions, and special reports for the Board of Education attending meetings to present background, develop recommendations, render advice, and receive direction.
- Directs the preparation, maintenance, and submission of various financial, narrative, and statistical reports, records, and files for internal, State, and federal reporting.
- Reviews and authorizes a variety of financial transactions and budget transfers for alignment with the District's budget and compliance with State and federal regulations.
- Directs the planning, development, implementation, and review of the District's annual budget, analyzes and reviews budgetary and financial data, controls and authorizes expenditures in accordance with established limitations, and reviews and verifies fund balances.
- Oversees compliance within the Child Nutrition Program and conducts related financial actions.
- Prepares the Local Control Funding Formula calculation as needed and assists in the District-wide coordination of the Local Control Accountability Plan budget and proportionality reporting and compliance.
- Develops and directs budget analysis and expenditure reporting as required for internal management of special categorically-funded educational programs.
- Manages and participates in the closing of financial records and year-end financial reporting process.
- Establishes and maintains liaisons with various governmental and citizens groups and banking institutions.
- Respond to requests from auditors' representatives, grantor organizations, and governmental organizations including official financial reports and claims.
- Supervises the performance of assigned personnel; provides for continuing departmental staff training in finance analyses and related functions; interviews and selects employees and recommends transfers, reassignment, termination, and corrective actions as needed.
- Maintains current knowledge of laws, codes, rules, regulations and pending legislation related to school finance; directs the modification of accounting and budgetary processes and procedures to assure compliance with established requirements; advises various staff and administrators concerning department, program, entitlement, and other special fund requirements and the implications of potential changes in policies and procedures.
- Operates a computer, assigned software programs, and standard office equipment in the preparation of correspondence, records, and reports.
- Maintains a standard of care for the supervision, control, and protection of students commensurate with assigned duties and responsibilities.
- Completes other reasonable duties as assigned.

#### **TRAINING, EDUCATION, AND EXPERIENCE:**

- Any combination equivalent to a Bachelor's degree in accounting, finance, business or public administration or a related field and five (5) years increasingly responsible fiscal and business management experience in a school district that includes management or supervisory experience.
- Completion of a CBO Certification or CBO Mentor Training Program preferred.

#### **LICENSES AND OTHER REQUIREMENTS:**

- Must possess a valid California Driver's License, be insurable by the District's carrier, and have the use of a personal vehicle.
- Fingerprint/criminal justice clearance.
- Possession of a negative T.B. test that is no more than four months old and renewable every four years.

**KNOWLEDGE AND ABILITIES: The following outline of essential knowledge, abilities, and physical requirements is not exhaustive and may be supplemented as necessary in accordance of the job.**

#### **KNOWLEDGE OF:**

- Planning, organization, and direction of a finance department.
- Principles and practices of modern public and business administration management.
- Education, labor, and other applicable codes, laws, rules, and regulations related to assigned functions.

- Principles and methods of school attendance accounting, fiscal accounting, payroll, and auditing.
- Financial analysis and research procedures.
- Budget preparation and control.
- Principles and practices of administration, supervision, and training.
- Correct oral and written English.
- Computer procedures, software, and applications.

**ABILITY TO\*:**

- Plan, organize, and administer the fiscal services of the District.
- Plan, develop, implement, and review District budgets responsibly.
- Plan, coordinate, and direct a variety of complex operations.
- Prepare and present complex data in coherent written and oral reports.
- Reason, forecast, and project with accuracy.
- Represent the District in a variety of public settings.
- Maintain current knowledge of, interpret, understand, apply, and explain complex state and federal policy, law, regulation, and court decisions.
- Provide internal business and financial consultation services.
- Supervise, train, and evaluate the performance of assigned personnel.
- Analyze situations accurately and adopt an effective course of action.
- Develop schedules and meet deadlines.
- Operate a computer, assigned software programs, and standard office equipment.
- Exercise caution and comply with health and safety regulations.
- Provide service and assistance to others using tact, patience, and courtesy.
- Give, understand and carry out multi-step oral and written instructions.
- Form and maintain cooperative and effective working relationships with others.
- Sustain productivity with frequent interruptions.
- Maintain consistent, punctual, and regular attendance.
- See to read a variety of materials.
- Hear and speak to exchange information.
- Work both independently with little direction and as a part of a team.
- Meet district standards of professional conduct as outlined in Board Policy.

*\*Consideration will be given to qualified handicapped persons who with reasonable accommodation can perform the essential functions of the job.*

**WORKING CONDITIONS:**

**SAMPLE ENVIRONMENT:** Office environment; in vehicle traveling to conduct work.

**SAMPLE PHYSICAL ABILITIES:** Walking around the facilities, sitting, and standing for extended periods of time; dexterity of hands and fingers to use a computer keyboard and calculator; lifting light objects according to safety regulations.