

SAN YSIDRO SCHOOL DISTRICT

TITLE: Chief Business Official

REPORTS TO: Superintendent

DEPARTMENT: Business Services

FLSA: Exempt

Revised: May 2018

CLASSIFICATION: Management (260 Days)

SALARY: Senior Management Salary Schedule

Board Approved: June 7, 2018

BASIC FUNCTION: Under the direction of the Superintendent, provides leadership in the District's business services division, encompassing fiscal services, facilities, grounds, purchasing, warehousing, food service, risk management, construction/renovation, and other related functions

REPRESENTATIVE DUTIES: (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 are intended to accurately reflect the principal job elements.)

- Lead the operations, activities and services of: The Business Division including:
 - Fiscal Services, including but not limited to, budget, payroll, accounting (receivables and payables) oversight;
 - Facilities management;
 - Maintenance, Operations, Transportation;
 - Food Services/Child Nutrition Services;
 - Bond – General Obligations Bonds;
 - Risk Management;
 - Technology Department.
- Directs the operation and administration of all business functions of the District and acts as advisor to the Superintendent on such matters.
- Interprets the financial conditions and concerns of the District to the Board and community.
- Directs budget development and long-range financial planning, and administers budgetary control for the District.
- Plans, organizes, coordinates, directs, and manages the functions and activities of the fiscal services unit, including budget preparation and control, payroll preparation, fiscal record management, risk management, systems and processes related to the disbursement of funds, and internal account auditing.
- Plans, organizes, coordinates, directs, and manages the operational functions and activities of the purchase and warehouse departments, maintenance and operations unit, and the food services department including the evaluation of department programs and services.
- Monitors, reviews and recommends the District budget.
- Serves as the District lead for pupil transportation services.
- Provides leadership and expertise related to business services matters.
- Serves as a District liaison and works with vendors, architects, and contractors.
- Ensures legal compliance in the administration of the District's business services operations.
- Oversees the organization and preparation of basic budget materials used in the preparation of the annual budget and working directly with the Superintendent and others in the preparation of the district budget.
- Maintains sound fiscal control.
- Oversees the development, implementation, operation, and fiscal management of the school lunch program.

- Prepares all federal, state, county, and district reports relating to student enrollment, ADA, growth, decline, transportation, and special classes.
- Oversees the collection, recordkeeping, safekeeping and distribution of all funds.
- Manages the District's real estate and insurance programs and administers the legal claims and records for such programs, including employee and student accident claims and employee claims for reimbursement.
- Oversees the building construction programs and provides for appropriate maintenance, repair, or replacement of buildings, equipment and sites.
- Serves on the Superintendent's Cabinet, attends Administrative Council meetings and board meetings as a resource to the Board of Education and the Superintendent.
- Selects, trains, and evaluates staff as appropriate.
- Facilitates the bond oversight committee meetings and ensures District compliance in legalities pertaining to bonds and business contracts.
- Oversees Go Bond accounting and manages developer fees.
- Manages construction projects and accounting.
- Administratively oversees fiscal accounting, transportation, maintenance operations, Child Nutrition Services, and publications.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE:

- Master's Degree in educational administration, public administration, business administration or related field
OR
- Bachelor's Degree in educational administration, public administration, business administration or related field plus a Certified Public Accountant license
OR
- Bachelor's Degree in educational administration, public administration, business administration or related field plus five or more years of increasing responsibility in the Business Department of a school district
- Three years of successful fiscal and operational management experience, including financial analysis, budget planning and preparation, and the management of fiscal records and business service operational units
- Valid California Driver's License with the ability to maintain insurability under the District's insurance policy
- Experience as an administrator in an elementary, unified or high school district is desirable.
- Participation in a Certificate Program in School Business is desirable (i.e. CASBO/FCMAT/ACSA/University)
- California Administrative Credential is desirable

Knowledge of:

- Current business management principles; accounting and auditing practices; data processing operations and environments; financial control and governmental practices pertaining to budgeting and fund accounting;
- Fiscal management, personnel management, and educational administrative policies
- Federal, state, and local laws, rules and regulations pertaining to public education
- PeopleSoft Program including Finance, HCM and Hyperion preferred

Ability to:

- Analyze district financial needs; analyze and verify financial documents and reports; prepare comprehensive reports and multiyear income projections, expenditures, and fund balance projections

- Establish, foster and maintain effective and collaborative working relationships with others
- Communicate effectively both orally and in writing
- Plan, organize, manage, and coordinate the District's business operations utilizing excellent management and organizational skills

DESIRED QUALIFICATIONS:

- Doctorate Degree in an appropriate field

WORKING CONDITIONS

Indoor and outdoor school setting which can include office and outdoor interactions.

PHYSICAL REQUIREMENTS:

Hearing and speaking to exchange information and read body language and expressions; seeing to perform assigned duties, sitting or standing for extended periods of time; dexterity of hands and fingers to operate office equipment. Ability to retrieve stored files; lifting light objects.