

Ross Valley School District

CHIEF BUSINESS OFFICIAL

(Senior Management)

SUPERVISION EXERCISED AND RECEIVED

Under the immediate supervision of the Superintendent. The Chief Business Official exercises immediate supervision over and evaluation of the Business Office personnel.

JOB OVERVIEW

The Chief Business Official is responsible for the development and maintenance of sound business systems and procedures for accounting, budgeting, disbursements, fiscal reporting, and services of supply. These responsibilities are carried out under the policies of the Board of Trustees.

DUTIES AND RESPONSIBILITIES

- Member of the Administrative Cabinet and the District's Management Team which is responsible for decision-making, policy and budget recommendations to the Board of Trustees; attends Board meetings and weekly Cabinet meetings
- Directs fiscally sound and responsible business programs including the keeping of financial transactions and records, the preparation of financial reports, and the preparation and custody of all contract documents
- Interprets, develops and analyzes statistical data and codified legislation for the Superintendent and Board of Trustees
- Develops financial language and provides calculations during collectively bargained negotiations. Provides required Disclosure of Collective Bargaining Agreement reports to the Board and the Marin County Office of Education.
- Develops and supervises internal audit procedures and information technology systems
- Prepares budget calendar, preliminary, tentative and final budgets and budget revisions
- Assists in development of maintenance, categorical and special program budgets
- Accounts for and reports expenditures of Federal and State funded projects;
- Assists independent auditor with annual audit and compliance audits
- Develops and supervises accounting, purchasing, bidding, inventory, parcel tax exemption, and accounts payable and accounts receivable systems
- Controls financial accounts, State reports and audits of receipts and disbursements for Student Body Funds
- Supervises payroll operations including retirement programs
- Supervises personnel operations including selection process and reduction in staff for both certificated and classified employees
- Forecasts and analyzes ADA, enrollment and staffing needs
- Oversees food service and transportation programs

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- Administers risk management program; including fire, liability, workers' compensation, unemployment, health, student accident and other insurances carried by the District including participation in the countywide JPA loss control program
- Monitors proceeds and obligations of all approved debt to include General Obligation Bonds maintaining auditable records and cash flow solvency
- Education Data System Coordinator (CBEDS). Monitors timeliness and accuracy of CSIS, CalPads and all periodic attendance reporting to ensure accuracy of accounting for revenue apportionments.
- Manages surplus property including disposition, leases and sales, and approves use of facilities by community
- Performs other related duties as assigned

DESIRABLE QUALIFICATIONS

Knowledge of:

- California K-12 school business accounting and reporting systems using the Standardized Account Code Structure (SACS) and the CA School Accounting Manual
- Principles and practices of governmental accounting, auditing and budgeting;
- Principles of supervision and training
- Provisions of the Education Code
- QSS/QCC computerized accounting system

Ability to:

- Apply the principles, practices and techniques of governmental accounting;
- Develop and maintain fiscally sound budget projections;
- Apply the principles of budgetary preparation and control;
- Assemble and analyze data and make appropriate recommendations;
- Plan, organize, and coordinate the work of others;
- Develop and install new, and revise existing, methods and procedures;
- Establish and maintain cooperative relationships with those contacted;
- Supervise and evaluate staff.
- Attend training as required to maintain skills and currency in CA School Business

EXPERIENCE:

- Three years of increasingly responsible professional accounting experience in a school district.

EDUCATION:

- Equivalent to completion of college with a degree in accounting or graduation from high school and additional training and responsible experience in fiscal work in school district or county offices. Two years of work experience shall be considered the equivalent of one year of education.

Approved March 2012