

Corning Union Elementary School District
Job Description

JOB TITLE: CHIEF BUSINESS OFFICIAL

Salary Range: Chief Business Official Salary Schedule Department: Sr. Management

Reports To: Superintendent & Board of Trustees Approved By: Board of Trustees
June 28, 2006

POSITION SUMMARY:

Provides leadership and management to all business functions in the District. This includes planning, organizing and administering the District's general accounting and budgeting systems; personally performing complex analyses and preparing or directing complex studies. Represents the District on fiscal matters as designated. Attends School Board meetings and makes regular presentations to administrative teams and to the School Board. Performs other job related duties as required.

ESSENTIAL FUNCTIONS:

Supervises all District accounting, personnel and business staff and functions. Evaluates assigned employees annually, or as required contractually. Observes, monitors, provides training for, counsels, advises and disciplines assigned employees.

Assists the Superintendent in the supervision of classified personnel operations District-wide.

Assists District management in planning, organizing and administering the accounting functions that include revenue, expenditures, payroll, working capital, and grants and subvention accounting.

Plans, organizes and administers the District accounting and budgetary operations. Develops budget, accurately projects revenue and expenditures; manages District finances within Board policy and District goals, priorities and objectives.

Prepares and assists the Superintendent in presenting information to the public and Board on financial operations of the District. Prepares appropriate reports as directed by the Superintendent. Prepares a wide variety of activity summaries and fiscal reports.

Directs or conducts the preparation of periodic Federal, State, and local reports and statements. Assists site level administrators and bookkeepers in developing sound bookkeeping and reporting practices.

Works cooperatively with school principals, school bookkeepers, and department heads.

Provides direction for the management of the data processing as it relates to the County and State accounting programs and the State Account Code Structure (SACS). Designs data input control procedures and data processing instructions for accounting and human

resource personnel. Performs and oversees the modification, enhancement and enforcement of automated systems.

Oversees the keeping of detail accounts of warrants and accounts payable. Completes all general ledger bookkeeping journal entries and budget revisions, and prepares monthly financial statements. Audits records and procedures.

Assists the Superintendent in negotiations by preparing for and participating in certificated and classified bargaining sessions as a member of the District negotiating team.

Assists the Superintendent on matters relating to the construction, renovation or expansion of school buildings and other facilities. Maintains documents and records to properly administer Federal, State, and local building projects.

Supports the existing educational and administrative philosophies of the District and works constructively toward those ends.

Maintains knowledge of information on current business services and fiscal trends and development. Employs such information effectively and efficiently with staff and the Superintendent.

Attends local, State, and other meetings, training sessions, workshops and conferences as approved by the Superintendent.

Maintains honesty and integrity in all processes and procedures. Ensures the Board, staff, and public trust in the business services of the Corning Union Elementary School District.

OTHER RESPONSIBILITIES (NONESSENTIAL FUNCTIONS):

Other related duties as assigned.

QUALIFICATIONS, EDUCATION, EXPERIENCE AND SKILLS:

Bachelor or Masters degree in business, accounting, or related field, or extensive experience in school finance and business operations. Other training and certificates relating to the business education field may also be considered.

Must possess and maintain a valid California driver's license.

Reads, speaks, writes and understands English well. Works independently with a minimum of guidance and supervision. Follows oral and written directions.

Has and uses knowledge of principles and practices of governmental accounting, California's School Account Code Structure (SACS), auditing, bookkeeping, and budgeting, and has and uses knowledge of Federal, State, and local laws, rules and regulations governing accountability of funds in public agencies.

Uses knowledge of modern office methods, procedures, and equipment.

Maintains positive human relationships as required by a public service agency. Deals effectively with staff, parents, students, administration, community and Board. Exercises discretion, tact, and confidentiality.