



Chief Business Officer Job Description

General Description:

The **Chief Business Officer (CBO)**, reporting to the Chief Executive Officer (CEO), manages and oversees the business and financial operations of the school, including budgeting, payroll, purchasing, facilities, nutrition, information technology (IT), and risk management. The role requires a deep commitment to educational excellence, fostering a supportive environment, collaboration, systems thinking, creativity, and problem-solving.

Responsibilities & Duties:

Leadership & Advisory Role

- Provides strategic guidance to the CEO, leadership team, and school representatives on business, financial, and legal matters
- Acts as the school's representative in legal matters regarding financial interests
- Manages investments, including bond administration and state loans
- Leads data gathering and prepares materials for Board of Trustees meetings
- Direct oversight of directors of fiscal services, facilities, nutrition services and manager of IT

Financial Management & Reporting

- Prepares comprehensive financial reports and recommendations for the CEO, including budgets and forecasts
- Develops and monitors annual and interim budgets, projecting revenues and expenditures
- Provides critical financial data for collective bargaining and contract administration

Audit & Compliance

- Leads external audits to ensure adherence to fiscal goals
- Secures and manages insurance policies, fidelity bonds, and contractual agreements

Risk Management

- Represents the school in Joint Powers Authorities related to insurance and risk management

Policy, Procedure, & Planning

- Designs and oversees policies related to business, fiscal operations, and property management
- Tracks and disseminates legal mandates affecting the school's programs and responsibilities

Operational Oversight & Support

- Prepares agenda items and materials for Board of Trustees meetings and oversees preparation for accreditation, audits, and oversight visits

Requirements:

Education

- Bachelor's degree from an accredited institution in accounting, finance, business administration, or a related field, or a combination of relevant education, training, and experience equivalent to a bachelor's degree
- Master's degree in accounting, finance, business administration, school administration, or a related field from an accredited institution is preferred

Experience

- Experience in public school business operations in a supervisory or management role

Certifications

- Completion of CBO program certification or training is preferred
- CPA License is preferred

Compensation:

- Competitive salary range based on education and experience
- Medical, dental, and vision coverage
- 12-Month calendar/229 workdays
- \$200,000 - \$230,000

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