



CHIEF BUSINESS OFFICIAL (CBO)

CLASSIFIED – SENIOR – MANAGEMENT			
Work Location	Roseland District Office	Responsible To	Superintendent
Work Year	12 Months	Hours	Full-time
Salary	CBO Salary Schedule	Benefits	Eligible for District Benefits

Definition:

Under the general direction of the Superintendent, the CBO provides financial and business leadership/administration and establishes related strategic direction; plans, organizes, directs the fiscal and business operations of the Roseland School District (District) and Roseland Charter School (Charter); interprets, disseminates, implements related laws, rules, policies and regulations; directs, supervises, evaluates business office staff; evaluate and update business office procedures and processes to continually improve operational efficiency.

Distinguishing Characteristics:

This is a single position classification that is responsible for both the District’s and Charter’s fiscal affairs, budgets and business administration. The CBO represents and is responsible for both the District’s and Charter’s financial interests equally in day-to-day business operations for short-term and long-term financial planning. The incumbent exercises considerable independent judgment and is in a position of trust and confidence.

Duties and Responsibilities:

Duties and responsibilities may include, but are not limited to, the following:

- Plans, directs, and supervises the financial affairs of the District and Charter
- Supervises, directs, evaluates, provide training/on-going professional development to business personnel to encourage staff engagement, maximize work efficiency, accuracy, and to continually improve business services to better serve and support the school sites, staff, and school community
- Oversees business office functions including budget control, payroll, benefits, accounts payable, purchasing, accounts receivable, attendance reporting, revenue distributions, financial reporting, procurement, and risk management
- Oversees, directs, and coordinates the accounting and budget maintenance of appropriate programs and departments including food service/NSLP, transportation, maintenance and operations, Special Education, technology, and cash accounts
- Plans, directs, and coordinates financial data and analysis of revenues, appropriations, and expenditures for annual budgets, financial reports, federal/state programs, expenditure reports; ensure timely submittals of financial and statistical reports
- Prepares and presents comprehensive, clear reports; makes recommendations to the Board and Superintendent based on sounds information and analysis
- Plans, directs, and coordinates the annual external audits; develops and implements corrective actions if needed; presents and interprets audit reports to the Board and Superintendent
- Coordinates and reviews the Charter’s annual filing of the corporation’s taxes

- Develops, implements, and supervises new or updated business systems, procedures, and processes to maximize efficiency, ensure adequate budgetary and internal controls
- Assists the Superintendent with management and coordination of construction projects, Prop 39-CA Clean Energy Jobs Act projects, Bond Measure programs, Mitigation/Developer Fees, and other projects/ programs
- Plans, directs, and oversees the budgeting and record-keeping of construction projects, Prop 39-CA Clean Energy Jobs Act projects, Bond Measure programs, Mitigation/Developer Fees, and other projects/programs
- Assists the Superintendent with short and long-term District and Charter facility needs
- Plans, coordinates, and assists with real property acquisitions, capital leases and purchases
- Provides assistance to the Superintendent regarding collective bargaining and contracts
- Meets with school site administrators regularly, oversees site budgets, provides assistance and guidance on school site business matters
- Assists and participates with the development of the District's and Charter's annual Local Control Accountability Plans (LCAP) to ensure goals are aligned with annual budgets
- Attends school finance and business administration related workshops, trainings, and meetings to maintain informed of relevant applicable laws, regulations, and best practices
- Serves as the liaison for financial and business-related matters with the Sonoma County Office of Education, California Department of Education, U.S. Department of Education
- Other duties as assigned by the Superintendent

Employment Standards

Knowledge of:

- Generally Accepted Accounting Procedures (GAAP) and standards including automated financial record-keeping
- ESCAPE financial system is highly desirable
- Public school management, operations, and pertinent education codes, laws, and regulations
- Principles, trends, practices, and techniques of fiscal and budgetary transactions with particular reference to governmental accounting *and* non-profit 501 (c)(3) corporation accounting
- Financial analysis and research techniques
- Standardized Account Code Structure (SACS)
- School accounting principles, practices, budgeting, payroll concepts, and financial controls
- Auditing theory and practice

Ability to:

- Exercise considerable independent judgment
- Understand, analyze, and disseminate complex financial data
- Plan, organize and prioritize own work to meet deadlines and goals
- Maintain and improve professional skills and knowledge
- Be flexible and receptive to change
- Understand and apply principles, techniques and procedures required for effective job performance

- Delegate responsibility, supervise employees in a positive, respectful manner while maintaining high performance expectations
- Make decisions based on what is in the best interest of the District and Charter equally while prioritizing the needs of the students and how to best support student success
- Perform long range budget planning
- Effectively communicate, both orally and written

Education and Experience:

- Completion of a bachelor’s degree or higher from a fully accredited college or university in business management, public administration, or related field; master’s degree and/or CPA certification desired but not required.
- Two or more years of experience, which includes responsibility for budgeting, accounting, facilities management, maintenance, and auditing. Experience shall include responsibility for preparation of complex financial statements and budgets.
- A combination of professional management experience and relevant education to ensure the knowledge, skills, and expertise to successfully fulfill the duties and responsibilities of this position.

Licenses and Other Requirements:

- Valid California Driver’s License
- Fingerprint and TB clearance

Board Approved: October 18, 2017

Board Approved: June 12, 2024