



Carbondale Elementary School District No. 95

ADMINISTRATIVE OFFICE
216 E. Main Street
Carbondale, IL 62901
618.457.3591 FAX ~ 618.457.2043



Janice Pavelonis
Superintendent

Position Notice **CHIEF SCHOOL BUSINESS OFFICIAL or DISTRICT BUSINESS MANAGER**

The Board of Education of Carbondale Elementary School District #95, Carbondale, Illinois is receiving applications for the position of Chief School Business Official or District Business Manager. CES95 has a current student enrollment of over 1,500 students in Pre-Kindergarten – Grade 8, a professional staff of over 135, and an educational support staff of over 100.

All inquiries from applicants concerning the position of Chief School Business Official or District Business Manager should be directed to Ms. Janiece Blake, Chief School Business Official, CES95 Administrative Center, 216 E. Main Street, Carbondale, IL 62901 or by phoning 618-457-3591 x. 2109.

The duties and responsibilities are listed below.

- The salary range for the position is \$90,000 - \$113,000
- Benefits:
 - Board paid retirement
 - Board paid life insurance
 - Board contribution to health insurance
 - Twenty (20) Sick Leave Days
 - Two (2) Personal Leave Days
 - Twenty (20) Vacation Leave Days
- Contract will be for twelve (12) months beginning July 1, 2026, or as soon as available.
- Prior experience as a school district administrator is preferred.

ASSIGNMENT: Central Office

CONTACT: Janiece Blake, Chief School Business Official
CES95 Administrative Center
216 E. Main Street
Carbondale, IL 62901

POSTED: March 27, 2026

Applications Accepted Until Position is Filled.

Only Online Application will be accepted and are available on our website:

www.ces95.org/employment

Carbondale Elementary School District is an Equal Opportunity Employer

Board of Education

Corey Cawthon, President
Renada Greer

John Major

Catherine Field, Vice President
Tangela Oliver

Imani McHenry, Secretary
Vacant

Qualifications:

Financial Experience: Financial experience including business management, purchasing and personnel. Demonstrated success in performing tasks listed below. Possesses proven leadership and decision-making abilities. Able to effectively communicate with all constituent groups both verbally and in writing.

Administrative Experience: Type 75 CSBO endorsement certification and two years or more experience preferred or hold a CPA or a Master’s Degree in Business (Accounting).

Immediate Supervisor: Superintendent of Schools

Terms of Employment: Twelve-month school year; salary and work hours established by the Board of Education

Job Goal: To assist the Superintendent effectively in the task of providing leadership in the business and financial affairs of the school district. This task will also include the upgrading of services within the district so that maximum economy and efficiency may be realized to the benefit of the District’s educational program

Professional Qualifications:

- Knowledge of methods and techniques used in fund accounting and reporting, including use of accounting software (Microsoft Excel or similar) and database systems (SDS or similar), to ensure reporting methodologies that demonstrate statistical data in a user-friendly manner
- Ability to manage multiple projects with competing levels of priority in a timely fashion and comprehensive completion
- Ability to review and assess situations in swift, logical, process driven ways to ensure viable and reasonable solutions
- Ability to clearly and concisely communicate, in both written and verbal forms, content drive data to multiple constituencies in understandable terms
- Ability to develop and maintain effective working relationships with the District’s students, staff and school community.
- Ability to perform all responsibilities with an awareness of all District requirements, applicable laws, and Board of Education policies

Leadership Responsibilities:

- Provide overall coordination and leadership to district personnel and programs related to business services
- Coordinate budget control responsibility of all School District administrators
- Administer the overall financial operation of the district and supervise the payroll for the district as approved
- Establish guidelines for administrators with budget control to purchase supplies and equipment
- Oversee and administer the School District insurance and fringe benefit programs
- Oversee and administer the School District transportation and food service
- Oversee all activities associated with annual audit
- Coordinate and supervise support staff that has responsibilities for purchasing, warehousing, school nutrition services, budgeting, transportation, custodial services, auditing, payroll, accounts payable, and accounts receivable
- Serve as the district Treasurer
- Keep abreast of governmental statutes, regulations, and laws relating to the School District

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- Collaborate with Superintendent to assess weather and other related school closings
- Supervise the preparation of individual contracts
- Supervise all contracts for extracurricular assignments and all other employee assignments requiring additional pay
- Supervise the due process of the law requirements for all employee groups
- Perform all other duties that are necessary to ensure the proper functioning of personnel services and business offices services
- Supervise any other projects assigned by the Superintendent or School Board

Financial and Managerial Responsibilities:

- Coordinate the development and implementation of the Budget for all Funds in accordance with the Illinois Program Accounting Manual
- Coordinate all State and Federal projects
- Present budget at School Board meetings and other public hearings
- Cooperate with the Assessor's Office to ensure the proper assessment of property within district boundaries
- Establish the budget calendar
- Coordinate the publication of all required legal advertisements
- Suggest budget recommendations to Superintendent and School Board and serve on Board Committees as needed
- Establish and administer a record keeping system for all funds
- Invest district monies
- Supervise the preparation of all monthly bills and accounts payable
- Prepare and manage district monthly service and other contracts
- Coordinate developing regular and periodic financial projection reports
- Provide program cost information
- Supervise the payment of all bonds, lease rental agreements, and loans
- Supervise the filing and storage of all payroll records, invoices, claims, and purchase orders
- Supervise the purchasing of School District supplies, equipment, and services
- Provide guidance in the preparation of specifications to secure quotes and bids on all District equipment and supplies
- Administer inventory control program for the School District building contents, supplies and other equipment
- Supervise the completion of annual budget forms
- Supervise all financial data processing
- Prepare the district levy and explain decisions to the School Board as necessary
- Verify the completeness of all employee conditions of employment
- Conduct salary and fringe benefit studies
- Work with the contracted architect to ensure projects are planned and completed, including Health-Life-Safety audits

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Collective Bargaining Responsibilities:

- Coordinate collective bargaining procedures and preparation
- Collaborate with Board of Education, Superintendent, and Legal Counsel during negotiations
- Coordinate the administration of negotiated contracts

Reporting Responsibilities:

Supervise the completion of the following reports and transfers monies as follows:

- Federal Withholding Tax
- State Withholding Tax
- Social Security Tax
- State Retirement
- Union Dues
- Credit Union Deductions
- Hospital, dental, life, long term disability and major medical insurance
- Other insurance as needed
- Tax Sheltered Annuities
- Other reports as required

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