

**BOARD OF EDUCATION, DISTRICT NO. 148
DOLTON, COOK COUNTY, ILLINOIS**

**Job Description
Chief School Business Official (CSBO)
Reports To Superintendent of Schools**

A. QUALIFICATIONS

1. **Education** Master's Degree in educational administration, business management, or accounting.
2. **Certificates, Licenses, Registrations** Must hold an Illinois Type 75 Administrator certificate with Chief School Business Official endorsement.
3. **Financial Software** Must have experience accounting/financial software and other reporting systems.

B. ESSENTIAL DUTIES AND RESPONSIBILITIES Other duties may be assigned.

1. **Supervises the financial affairs of the District**
 - Prepares and administers the annual budget
 - Supervises budget control programs
 - Establishes and supervises a program of accounting and reporting for the financial affairs of the District
 - Supervises the development of monthly and annual financial reports as needed
 - Supervises data input for payment of salaries, goods and services
 - Establishes and supervises procedures for cash receipt accounting
 - Arranges and prepares for internal audit of school accounts
 - Liaison with Township Treasurer
 - Liaison with School Board attorney and Township Treasurer for long- and short-term financing as appropriate
 - Prepares annual tax levy
2. **Establishes and supervises business procedures**
 - Cash receipt accounting (fee collections and reports)
 - Purchasing supplies, materials and equipment
 - Bid scheduling, documentation, specification and standards
 - Food service accounting and reporting associated with the National School Lunch program including free lunch approval, accounting coordinating and reporting
 - Managing the Imprest fund
 - Managing Activity accounts and investments

- Petty cash accounting and control
 - Inventory control of supplies and equipment
 - Payroll officer for IMRF and TRS
 - Capital assets accounting
3. **Supervises all Business Office Personnel including Bookkeepers, Payroll Personnel, Accounts Payable**
4. **Manages and procures District insurance programs and serves as the District's representative to the District's three insurance cooperatives for coverage**
- Hospital/major medical, group life, dental
 - Workmen's compensation
 - Liability – General, Umbrella, School Board, Property Casualty, Auto, Student Insurance
 - Coordinates process and tracking of claims
5. **Manages unemployment compensation program**
- Develops personnel procedures to meet unemployment compensation needs
 - Liaison with unemployment compensation vendor, monitors unemployment claims, and arranges appeals as needed
6. **Supervises Director of Buildings and Grounds and all maintenance and custodial staff**
- Establishes priorities and procedures to maximize safe efficient use of facilities; maintenance and renovation projects
 - Supervises custodial and maintenance services
 - Supervises Life Safety projects, including energy conservation procedures and projects
 - Supervises compliance with inspections by local, State, Federal, and insurance agencies and completes required reports
 - Monitors security system: Intrusion, fire, low temperature
 - Manages grounds maintenance and planning
 - Coordinates the annual safety inspection of the schools
 - Supervises Asbestos Control program
7. **Administers and coordinates the pupil transportation program**
- Supervises preparation of the annual transportation claim
8. **Coordinates public use of school facilities (park district, scouts, etc.)**
- Approves use of facilities
 - Liaison between building use applicants and building principals
 - Responsible for billing for use of facilities and deposit

9. **Contributes to the development of the total district philosophy of education**
10. **Works with all levels of administration and staff to enhance programs for all students**
11. **Assumes the responsibility for own personal growth and development; for keeping current with changes in the profession and best practices; and for attending appropriate professional meetings and conferences that contribute to development of the total district philosophy of education**
12. **Such other responsibilities as may be assigned by the Superintendent of Schools**

C. Evaluation

1. **Performed annually by the Superintendent**

D. Terms of Contract

1. **Length of contract per mutual agreement between Chief School Business Official and the Board of Education**
2. **Salary reviewed annually and approved by the Board of Education**

AD-25-JD
9-25-2013
Revised