NORTH DUPAGE SPECIAL EDUCATION COOPERATIVE (NDSEC)

Director of Business and Operations / Chief School Business Official (CSBO)

Position Summary

The Director of Business and Operations serves as the Cooperative's chief financial and business operations administrator and reports directly to the Executive Director. The Director is responsible for the overall planning, management, and oversight of the Cooperative's financial operations, budgeting, accounting, financial reporting, treasury functions, employee benefits administration, transportation administration, business technology systems, facilities, procurement, contracts, and risk management.

The Director ensures that financial and operational activities are conducted accurately, efficiently, transparently, and in accordance with applicable laws, regulations, Board policies, contractual obligations, and Cooperative procedures. Responsibilities include developing and monitoring the annual budget; maintaining effective internal controls; overseeing financial reporting and audit activities; administering applicable state and federal claims and reimbursements; coordinating financial matters with member districts; and providing financial analysis and recommendations to the Executive Director and Operational Board.

The Director supervises assigned business and administrative personnel, establishes appropriate procedures and accountability measures, and supports the Cooperative's long-term financial sustainability and operational effectiveness. The Director also serves as Treasurer of the Cooperative and performs the duties associated with that role in accordance with applicable requirements and Board authorization.

Reporting Relationship and Organizational Role

Reports directly to the Executive Director. Serves as a member of the Administrative Team and Supervisory/Administrative Team and works collaboratively with program administrators, staff, member districts, contractors, auditors, financial institutions, insurers, and other service providers.

Core Competencies

- Effective written and oral communication, collaboration, and problem-solving.
- Knowledge of public-sector accounting, school finance, budgeting, and financial reporting.
- Knowledge of applicable state and federal laws, regulations, grant requirements, and reporting obligations.
- Financial analysis, forecasting, cost allocation, and interpretation of budget-to-actual variances.
- Internal controls, risk awareness, ethical conduct, confidentiality, and sound judgment.
- Leadership, staff supervision, organization, prioritization, and process improvement.
- Ability to evaluate facilities, operational needs, contracts, and fiscal resources.

Qualifications

Required

- Bachelor's degree in accounting, business administration, finance, education, or a related field.
- Relevant experience in school business administration, public-sector finance, accounting, budgeting, or related business operations.

- Demonstrated ability to analyze financial information, manage multiple deadlines, communicate effectively, and maintain confidential information.

Preferred

- Illinois State Board of Education Chief School Business Official (CSBO) endorsement, subject to confirmation of applicable requirements.
- Experience in a school district, special education cooperative, or other public educational organization.
- Experience with public-sector accounting systems, annual audits, grants and reimbursement claims, procurement, and facilities or contract administration.

Essential Duties and Responsibilities

1. Finance, Budgeting, Accounting, and Internal Controls

- Lead preparation of the annual Cooperative budget and required state budget forms; coordinate supporting schedules, assumptions, and documentation.
- Prepare and present monthly and annual financial reports to the Operational Board, including budget-to-actual results, material or recurring variances, financial trends, and recommended actions.
- Monitor and forecast cash flow, revenues, expenditures, fund balances, and other financial indicators; advise the Executive Director and Board regarding financial risks and options.
- Oversee accounting systems, general ledger integrity, bank reconciliations, balance-sheet reconciliations, and timely month-end and year-end close processes.
- Establish, document, and periodically review internal controls, transaction authorization procedures, segregation of duties, access controls, and safeguards against error, misuse, or fraud.
- Oversee payroll and accounts payable processes to support accurate, authorized, timely payments, tax and retirement reporting, and proper financial recording.
- Oversee annual tuition billing and related cost allocation for member and non-member districts in accordance with approved agreements, Board action, and established methodology.
- Coordinate the annual independent audit, prepare and review audit schedules, respond to auditor requests, and oversee timely resolution of audit findings and control deficiencies.
- Oversee cash and investment management, banking relationships, and related reporting in accordance with applicable law, Board policy, and authorized procedures.
- Develop and maintain written financial procedures and ensure appropriate documentation and records retention.

2. State and Federal Grants, Claims, and Member-District Support

- Oversee preparation, review, submission, and tracking of applicable state and federal special education claims and reimbursement reports, including Medicaid, student claims, and transportation claims.
- Coordinate with member districts regarding IDEA grant requirements, required consultation meetings, IDEA Excess Cost, Maintenance of Effort (MOE), and other applicable fiscal reporting.
- Monitor deadlines, supporting documentation, reconciliations, and follow-up for claims and submissions administered by the Cooperative.
- Provide technical assistance and guidance to member districts on special education fiscal matters within the Cooperative's role and expertise.
- Maintain clear communication regarding responsibilities, required information, deadlines, and unresolved issues; recognize that member districts retain their own applicable legal and reporting obligations.

3. Personnel, Payroll Coordination, and Benefits

- Administer or oversee employee insurance benefits, including medical, dental, life, and other plans offered by the Cooperative.

- Research and analyze salary, wage, benefit, and other personnel-cost information to support compensation planning and budget development.
- Coordinate required activities with applicable insurance cooperatives and benefit providers, including participation in meetings and renewal processes.
- Oversee administration and reporting related to the Illinois Municipal Retirement Fund (IMRF), Teachers' Retirement System (TRS), and other applicable retirement programs.
- Coordinate administration and documentation of leaves of absence with the appropriate administrators and applicable policies and requirements.
- Work with appropriate personnel to ensure payroll-related deductions, benefits, retirement contributions, and reporting are processed accurately and on time.

4. Transportation

- Supervise assigned transportation administrative personnel.
- Monitor transportation contracts and coordinate with contracted providers and member districts to support service quality, contract compliance, and timely issue resolution.
- Review transportation invoices and supporting documentation for accuracy, authorization, and consistency with contractual terms.
- Monitor transportation expenditures, claims, and cost trends; identify and communicate material discrepancies or service concerns.
- Assist with the approval process for NDSEC employees seeking school bus driver permits, as applicable.

5. Technology and Business Systems

- Coordinate with the Cooperative Technology Coordinator to assess business technology needs and recommend priorities and investments to the Executive Director and Board.
- Oversee business-office systems and processes supporting accounting, payroll, accounts payable, billing, reporting, and related data.
- Promote appropriate user access, data integrity, confidentiality, backup and recovery practices, and continuity of essential business operations in coordination with responsible technology personnel.
- Arrange appropriate training for administrative and secretarial staff on business-office software and procedures.
- Oversee applicable E-Rate applications, claims, and supporting documentation.

6. Buildings, Grounds, Capital Planning, and Construction

- Oversee operation, maintenance, and improvement of NDSEC buildings and grounds.
- Develop and recommend preventative maintenance plans, capital priorities, and facility improvements based on safety, condition, operational needs, and available resources.
- Prepare or coordinate cost estimates and budget recommendations for repairs, maintenance, and capital projects.
- Coordinate construction and renovation projects, including work with architects, engineers, contractors, and other consultants.
- Monitor project scope, budget, schedule, approvals, change orders, inspections, documentation, and closeout.
- Ensure procurement, bidding, contract approvals, and project administration follow applicable law, Board policies, and Cooperative procedures.
- Coordinate appropriate building inspections, safety requirements, and regulatory compliance with responsible personnel and authorities.

7. Procurement, Contracts, Insurance, and Risk Management

- Coordinate or oversee purchasing, bidding, vendor selection, and contract administration in accordance with applicable law, Board policy, and delegated authority.

- Review contracts and proposals for scope, pricing, budget availability, required approvals, and appropriate documentation; coordinate legal or technical review when needed.
- Evaluate property, liability, and other insurance programs for adequate coverage, competitive pricing, and alignment with Cooperative risks.
- Oversee insurance applications, renewals, certificates of insurance, claims documentation, and follow-up, including additional-insured requirements where applicable.
- Participate in meetings and activities of applicable insurance cooperatives, including CLIC, and coordinate risk-management recommendations with the Executive Director.
- Maintain appropriate records of contracts, insurance coverage, claims, approvals, and vendor compliance.

8. Leadership, Supervision, and Professional Development

- Supervise assigned business and administrative personnel, establish work priorities, review performance, and support professional development.
- Establish written procedures, cross-training, backup coverage, and review practices to support continuity and accuracy in critical business functions.
- Monitor the timeliness and quality of assigned work and address recurring errors, delays, or control concerns.
- Meet regularly with the Executive Director to review financial results, operational needs, risks, projects, and recommendations.
- Attend relevant workshops, conferences, and professional development activities; maintain applicable credentials and participate in professional school business organizations.
- Collaborate with member-district business officials and other professionals to share information, coordinate requirements, and improve business practices.

9. Board Reporting, Compliance, and Other Duties

- Provide the Executive Director and Operational Board with timely, accurate, decision-useful financial and operational information.
- Maintain compliance calendars and processes for applicable budgets, audits, claims, financial reports, and other required submissions.
- Maintain appropriate records and support transparency, confidentiality, and records-retention requirements.
- Recommend policy, procedural, staffing, system, and resource changes that improve financial controls, service delivery, and operational efficiency.
- Perform other related duties consistent with the position as assigned by the Executive Director and applicable Board policy.

Terms of Employment

Twelve-month position. Salary and other terms of employment shall be established by the Operational Board and applicable employment documents.

Evaluation

Performance will be evaluated annually in accordance with applicable Board policy governing evaluation of administrative personnel. Evaluation criteria should align with the essential duties of the position and may include budget and reporting timeliness, audit readiness, financial control effectiveness, claims and compliance deadlines, quality of member-district support, staff supervision, contract and project management, and communication with the Executive Director and Operational Board.

Work Environment and Physical Requirements

The position is primarily office-based and requires prolonged computer use, reading and reviewing documents, communication by telephone and in person, and attendance at meetings. The position may require occasional walking through Cooperative facilities or construction sites and occasional lifting or carrying of light office materials. Any physical requirements must reflect the actual essential functions of the position and be applied consistently with applicable law and accommodation requirements.