

# KIRBY SCHOOL DISTRICT 140 JOB DESCRIPTION

**TITLE: Director of Business Services/CSBO**

**1.12**

**QUALIFICATIONS:**

1. Valid State of Illinois Professional Educator License with the Chief School Business Official Endorsement;
2. At least five years of successful school administration experience or relevant business/finance experience;
3. Demonstrated knowledge of Illinois school finance, state/federal reporting, and compliance requirements.
4. Strong communication, leadership, and organizational skills;
5. Other qualifications of academic, professional, and personal excellence as the Board of Education may specify;

**REPORTS TO:**

Assistant Superintendent or Designee

**SUPERVISES:**

Assigned educational support staff

**JOB GOAL:**

To provide strategic leadership and oversight of the district's financial and business operations, ensuring fiscal integrity, accountability, and efficiency in order to maximize resources for student learning.

**PERFORMANCE RESPONSIBILITIES:**

1. Serves as the Chief School Business Official of the district.
2. Ensures an accounting system that provides transparent, accurate, and timely records of all funds received, safeguarded, and distributed.
3. Oversees budget development, forecasting, and long-range financial planning.
4. Compiles, presents, and interprets financial data for the Superintendent, administrative team, and Board of Education on a consistent basis.
5. Administers the district's insurance, risk management, and property programs.
6. Supervises the development of monthly, quarterly, and annual financial reports.
7. Coordinates annual audits and ensures appropriate internal controls are in place.
8. Monitors cash flow, fund balances, and investment strategies.
9. Prepares and submits reports required by the Illinois State Board of Education, state, and federal agencies.
10. Ensures compliance with applicable laws, regulations, and Board policies related to finance, grants, and reporting.

# KIRBY SCHOOL DISTRICT 140 JOB DESCRIPTION

## **TITLE: Director of Business Services/CSBO**

**1.12**

11. Oversees grant budgets, (federal, state, and categorical), to ensure proper coding, expenditure, and reporting.
12. Oversees bidding, procurement, and contractual agreements in accordance with state law and district policy.
13. Monitors vendor relationships and major service contracts, (e.g. transportation, food service, and facilities).
14. Provides oversight of district real estate, capital projects, and facility-related financial planning.
15. Serves as the Board of Education's financial advisor and liaison, attending all meetings and presenting financial information clearly and accurately.
16. Prepares levy documentation and manages the tax cycle.
17. Responds to Freedom of Information Act, (FOIA), requests related to financial records.
18. Communicates complex financial concepts to stakeholders in clear, understandable formats.
19. Works collaboratively with district leadership to align financial resources with educational priorities.
20. Participates in district committees and professional development activities as requested.
21. Supervises and develops business office staff.
22. Performs other duties and responsibilities as may be assigned by the Assistant Superintendent or designee, in accordance with Board of Education policies.

**TERMS OF EMPLOYMENT:** Salary and fringe benefits to be established by the Board of Education. Twelve-month work year, July 1- June 30, totaling 260 paid days annually.

**EVALUATION:** Performance of this position will be evaluated annually by the Assistant Superintendent/Designee, in accordance with Board of Education policy.