



Chief School Business Official (CSBO)

Position Summary:

Skokie School District 73.5, a premier K-8 public school district in east central Skokie, Illinois, serving approximately 1,200 diverse students across multiple schools, is seeking a dynamic and experienced Illinois Chief School Business Official (CSBO) to join our leadership team.

As the CSBO, you will serve as the chief financial and operational officer, providing strategic oversight for fiscal management, budgeting, facilities, and human resources to support our mission of "Building a foundation for learning, leadership, and life."

This role reports directly to the Superintendent and collaborates closely with the Board of Education to ensure fiscal responsibility, compliance, and operational excellence in a student-centered environment. Skokie School District 73.5 is committed to equity, innovation, and community engagement in one of the nation's most vibrant and diverse suburbs.

Key Responsibilities:

- **Financial Management and Budgeting:** Develop, implement, and monitor the district's annual budget (approximately \$25-30 million), including forecasting revenues from state/federal/local sources, grant management, and ensuring alignment with educational priorities. Prepare financial reports for the Board, audits, and ISBE compliance.
- **Accounting and Payroll Oversight:** Supervise all accounting functions, including accounts payable/receivable, payroll processing for 200+ staff, and financial software systems (e.g., Infinite Campus or similar). Ensure accurate financial record-keeping and adherence to GASB standards.
- **Human Resources Administration:** Manage district-wide HR functions, including recruitment, benefits administration, employee relations, and compliance with labor laws, collective bargaining agreements,

and ISBE regulations. Oversee staff evaluations and professional development budgeting.

- **Facilities and Operations:** Direct maintenance, capital projects, and vendor contracts for district facilities, including the recently updated Building 73.5 initiative. Ensure safety, sustainability, and efficient use of resources in compliance with local building codes and environmental standards.
- **Risk Management and Compliance:** Lead efforts in insurance procurement, risk assessment, procurement policies, and legal compliance. Conduct internal audits and prepare for external reviews by ISBE and auditors.
- **Strategic Planning and Reporting:** Collaborate with the Superintendent and Board on long-term financial planning, including debt management and facility expansion. Provide data-driven insights to support district goals, such as equity initiatives and academic excellence (e.g., celebrating our Exemplary school designations).
- **Community and Stakeholder Engagement:** Represent the district in negotiations with unions, vendors, and community partners. Foster transparent communication on financial matters to build trust with parents, staff, and the Skokie community.

Qualifications:

Education and Certification

- Illinois Professional Educator License (PEL) with Chief School Business Official (CSBO) endorsement, issued by the Illinois State Board of Education (ISBE).
- Master's degree in Business Administration, Accounting, Educational Administration, or a related field (or equivalent experience).
- Bachelor's degree in Accounting, Finance, Business, or Education required.

Experience

- 3-5 years of experience is preferred in school business administration (or related experience), finance, or operations, with at least 2 years in a public school district setting.
- Proven track record in budgeting, auditing, and HR management in an educational environment.
- Experience with Illinois-specific regulations (e.g., PERA, TRS, IMRF, and ISBE financial reporting) preferred.

Skills and Competencies

- Strong analytical and problem-solving abilities, with proficiency in financial software (e.g., ERP systems

like iVisions, Forecast 5 and Forecast 5+) and Microsoft Office Suite Excel and Google Office Suite including Sheets.).

- Excellent communication and interpersonal skills to engage diverse stakeholders, including non-native English speakers in our multicultural district.
- Commitment to equity, cultural responsiveness, and data-driven decision-making.
- Ability to thrive in a fast-paced, collaborative environment while maintaining confidentiality and ethical standards.

Preferred Qualifications

- Certification from the Association of School Business Officials International (ASBO) or Illinois Association of School Business Officials (IASBO).
- Experience managing grants, capital projects, and multi-site operations in a K-8 district.
- Knowledge of sustainable practices and technology integration in school operations.

Salary: \$182,00.00 and regionally competitive based on experience and education.

Benefits: IMRF or TRS and Board Paid BCBS.

Application Process:

- Complete on-line application at www.sd735.org. Please upload a letter of interest, resume, Certification and three letters of recommendation. Select applicants will be contacted to provide additional information.
- Applications will be reviewed on a rolling basis until the position is filled, with a start date of July 1, 2026 or earlier..
- Skokie School District 73.5 is an equal opportunity employer and encourages applications from underrepresented groups.

For more information about our district, visit www.sd735.org.

Join us in shaping the future of education in Skokie!