

Chief School Business Official

Reports to: Superintendent
Location: District

Position Responsibility: Reporting to the Superintendent, the CSBO is responsible for ensuring that the business operation provides efficient and effective use of school funds. The CSBO is also responsible for carrying out district policies relative to prudent stewardship of district funds, accounting for said funds, and planning the use of and reporting the results of said funds.

General Responsibilities:

Business Office Management

- Supervise the management of resources and leadership of the business functions.
- Evaluate the accounting system and effectiveness of internal control.
- Supervise Business Office personnel.
- Establish procedures for record keeping and maintaining all records that legal requirements demand.
- Prepare all legal advertising, bids, and truth in taxation.
- Prepare all tax levies.
- Evaluate the Business Office procedures and make changes as educational needs shift and technological advances occur.
- Prepare and update procedure manuals for the business operations.
- Authorize the rental of school buildings.
- Coordinate preparation of the comprehensive Annual Financial Report.
- Serves as the District's primary liaison with the Township Trustees of Schools, external auditors, financial consultants, and regulatory agencies.
- Prepare interfund resolutions.
- Evaluates business office staff.
- Oversees the financial administration of all grants and claims.
- Oversees all accounting procedures and functions including collection and disbursement of all funds and appropriate reporting of all transactions.

Budget

- Develop budget policies that are fair, equitable, and manageable and support the educational program.
- Prepare financial models and other financial reports for the Superintendent, Board of Education, and community.
- Coordinate budget development with building principals and the administrative team.
- Monitor budget.
- Prepare the District's budget and submit it to the Board for approval.

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Purchasing

- Supervise the management of procurement of goods and services provided at the school sites and District sites.
- Evaluate and monitor the District's purchasing program to ensure that supplies and services are procured in an economical and efficient manner within prescribed state and federal laws.
- Prepare purchase bids.
- Recommend professional service contracts to the Board of Education.
- Manage the inventory of fixed assets for the District.
- Administer food services and transportation contracts.
- Oversee and ensure compliance with all federal and state requirements related to the District's participation in the National School Lunch Program and other child nutrition programs, including financial reporting, reimbursement procedures, audits, and program monitoring.

Buildings & Grounds

- Supervise the work of the Director of Buildings and Grounds to ensure the buildings are maintained for safety and enhances the educational environment.
- Coordinate the District's Risk Management program.
- Assist the architect and Director of Buildings & Grounds in life safety issues.
- Monitor the construction projects.
- Audit the energy management programs for savings as per contract.
- Participate in Buildings and Grounds meetings with representatives from each building to coordinate building maintenance issues.
- Participate in administering security and custodial contracts.

Technology

- Supervise the management of data processing information and coordinate the District's financial technology to the business.
- Collaborate with data processing professionals to meet the data information needs of the District.
- Implement new technologies to improve operational efficiencies.
- Give direction to the Technology Committee for planning purchases.

Employee Benefits

- Develop and manage contracts for employees' fringe benefits consisting of medical plans, disabilities, and worker's compensation.

Collective Bargaining

- Participates in and prepares financial information for union negotiations process.

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Other Functions

- Attends school board meetings, providing information and clarification of issues when necessary.
- Performs other duties as assigned.

Qualifications/Skills:

1. Professional Educator License with a general administrative, principal, director of special education or superintendent endorsement (Preferred)
2. Accounting degree with CPA certification. (Preferred)
3. Experience overseeing annual financial audits and implementing audit recommendations
4. Professional Educator License with Chief School Business Official endorsement.
5. Familiarity with budget and accounting operations.
6. Familiarity with the operations of a District Business Office.
7. Familiarity with the Illinois School Code requirements regarding bidding and issuance of contracts.
8. Minimum 5 years CSBO or equivalent senior school finance leadership in a large Illinois school district.
9. Demonstrated experience overseeing multiple large capital projects or facility improvements exceeding \$1 million.

EVALUATION

The CSBO is evaluated annually by the Superintendent. Evaluation is to be based upon fulfillment of duties and responsibilities listed in this job description as determined by observation, review of records and reports, and administrative judgment of the effectiveness and quality of Business operations services.

TERMS OF EMPLOYMENT

This is a twelve-month FLSA-exempt position, subject to a written agreement specifying the applicable terms of employment.

ADDITIONAL JOB CONSIDERATION & FACTORS

Necessary travel throughout the District requires the use of a private vehicle and valid driver's license. Work outside of regular school hours may be required to fulfill job duties and responsibilities.