



CHIEF BUSINESS OFFICER

Job Description
September 2007

Position Summary

Direct all functions of the Business Office (including general accounting and financial reporting) as well as Payroll, Purchasing, Human Resources and their related business systems.

Reporting Relationship

Report to the Superintendent.

Responsibilities

The essential functions include, but are not limited to, the following fundamental duties:

Ensure all fiscal resources are aligned to District priorities.

Plan, oversee, and direct the daily operation of the Business Office, Payroll, Purchasing and Human Resources.

Work cooperatively with all Chief Officers to advance the educational mission of the District.

Ensure that all business systems are fully integrated and resources are shared for optimal reporting and operational efficiency.

Ensure labor contracts are negotiated fairly and are within budget parameters.

Prepare financial reports for the Superintendent and the Board of Education.

Assist the Superintendent, principals and other budget administrators in the development of the annual budget.

Prepare all legal resolutions and publications of a financial nature.

Attend meetings on District business as the financial representative for the District.

Manage a large portfolio of investments.

Responsibilities (continued)

Manage a large staff including professional, technical and clerical personnel.

Manage the cash flow needs of the District to ensure that adequate funds are available at all times to meet payroll and other obligations.

Monitor the total budget on an ongoing basis.

Serve as the Assistant Treasurer for the District.

Assist the District's legislative liaison with legislation related to school finance.

Staff the Board's Committee on Budget and Finance.

Present the District's financial data to Moody's and Standard and Poor's in New York, New York in preparation for a rating on bond sales.

Perform other related duties as assigned.

Knowledge, Skills and Abilities

Thorough knowledge of governmental accounting, auditing, financial reporting and related laws, rules and regulations.

Thorough knowledge of the budget process within governmental departments.

Thorough knowledge of investment options and the management of an investment portfolio.

Thorough knowledge of management theories and concepts.

Thorough knowledge of public school finances and operations.

Thorough ability to interact effectively with community groups, representatives of the business community and other public agencies and district staff representing a diversity of cultural and ethnic backgrounds and view points.

Thorough ability to establish goals, objectives and priorities for a large work division.

Leadership Competencies

Character that demonstrates a strong sense of ethics and values that serves as a role model to others.

Creating and leading the organizational vision.

Managing staff including directing others, delegation and building effective teams.

Resourcefulness, taking the resources of the organization into consideration and getting things done for less.

Working constructively with others.

Managing constituencies effectively.

Getting results.

Minimum Qualifications

Bachelor's degree in accounting, finance, business administration or a related field and ten years of accounting or financial administration experience, including three years of public school district accounting or financial administration experience. A Certified Public Accountant Certificate or a Master's degree in accounting, finance, business administration or a related field is preferred and may be substituted for some of the accounting or financial administration experience, but not the public school district experience.