

## CHIEF BUSINESS OFFICER

### DEFINITION

Plans, organizes, assigns, directs and reviews the financial services functions and activities of several major business divisions of the District and participates in the planning and implementation of policies and programs.

### TYPICAL DUTIES

Directs and reviews the administration of financial activities and the activities of several major business divisions through lower-level administrators and staff engaged in:

- The preparation, administration, and control of the annual General Fund budget and all special fund budgets and preparation of all student enrollment and attendance reports required by the State

- Assistance of school and local district staffs in budget development and administration, including maintenance of financial and position records and controls, and functional supervision over financial management of student-body activities in all schools

- Centralized accounting for expenditures and property, expenditure forecasting, cash-flow management, investment of surplus funds, maintenance of official accounting records, and related functions

- Maintenance of job-cost and stores inventory records, payment of non-salary obligations, and related functions

- Payment of and accounting for salary disbursements

- Administration of food services, procurement, risk management, transportation, and unemployment services.

Participates with other administrators in the formulation of District policies and plans and advises District administrators and others of the financial, procedural, and related implications of programs and proposed changes in laws, rules, policies, and procedures.

Participates in collective bargaining negotiations and advises Board Members and administrative staff regarding financially related issues.

Directs, reviews and participates in the analysis of laws, rules, regulations, opinions and decisions that affect the financial activities of the District.

Directs lower-level managers in the efficient and effective execution of District internal control processes and advises on process improvement.

Confers with representatives of private firms, other governmental agencies, legal authorities, and the public in regard to matters affecting financial services.

Confers with and serves as liaison with internal and external stakeholders in District financial activities, including principals: local district superintendents: bond analysts; state, county, and municipal representatives: legal authorities: the business community and the public.

Chief architect of the debt management and treasury function for the District's capital program, the related debt portfolio and all short term debt issuance, maintains appropriate records and detailed databases on the District's debt, and handles processing of debt service payments, establishes debt management practices, post-issuance compliance, continuing disclosure and other necessary actions in order to fulfill the issuer's responsibilities at all levels.

Serves as the Chief Executive Officer of the Annuity Reserve Fund Board which has responsibility for managing and evaluating a portfolio of investments in stocks and bonds for certain certificated employees.  
Performs related duties as assigned

#### DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The Chief Business Officer is the executive responsible for the direction of the financial activities of several major business divisions of the District.

The Deputy Chief Business Officer, Finance assists in managing the financial services of the District and participates in the planning and implementation of policies and programs and acts as the Chief, as required.

The Deputy Chief Business Officer, Operations is the administrator in charge of the business services activities of the District in the areas of food services, procurement, risk management, transportation, and unemployment services.

#### SUPERVISION

The Chief Business Officer receives administrative direction from the Deputy Superintendent, Business Services and Operations and provides general direction to lower-level administrators.

#### CLASS QUALIFICATIONS

##### Knowledge of:

Legal bases and sources of finances of California public education  
Theory and practice of accounting, business administration, budgeting, auditing, and fiscal management, with emphasis on governmental operations  
State laws, the California School Accounting Manual, and Government Accounting Standards Board and other regulations affecting school district financial affairs  
Principles of organization, management, systems analysis, budgeting, staff development, communications, and personnel administration  
Concepts and applications of electronic data processing  
Principles of training, employee evaluation, employee relations, progressive discipline, and merit system employment  
Principles of public relations

##### Ability to:

Plan and administer complex technical operations involving coordination of efforts of multiple specialized units  
Analyze present problems, identify potential problems, and develop and evaluate possible solutions  
Communicate effectively in writing and orally with persons at various levels of understanding  
Analyze financial and statistical data, make appropriate projections, and make or recommend decisions as indicated  
Coordinate personnel management activities and resolve immediate and long-range problems  
Maintain, through subordinates, the accuracy and currency of records and reports, while meeting regular and special demands for data

Make effective public presentations of complex data and plans

## ENTRANCE QUALIFICATIONS

### Education:

Graduation from a recognized college or university preferably with a major in business, accounting, or a related field. An advanced degree in business administration, accounting, public administration, or a related field is highly desirable.

### Experience:

Eight years of executive or administrative experience with financial management responsibilities in a public or private organization that includes multiple business functions. Significant experience with public sector financial issues is required.

Experience in presenting reports in public meetings of a governing board, such as a board of education, commission or board of directors is desirable.

### Special:

A valid driver's license to legally operate a motor vehicle in the State of California and the use of a motor vehicle, or the ability to utilize an alternative method of transportation.

## SPECIAL NOTES

1. Senior Management classification.
2. Exempt from FLSA.
3. An employees in this class is subject to the reporting requirements of the District's Conflict of Interest Code.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Entrance requirements are representative of the minimum level of knowledge, skill, and /or abilities. To the extent permitted by law, management retains the discretion to add or change typical duties of a position at any time, as long as such addition or change is reasonably related to existing duties.

Revised  
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RGK/LKD