

# COTATI-ROHNERT PARK UNIFIED SCHOOL DISTRICT

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## ADMINISTRATION

### CHIEF BUSINESS OFFICIAL

#### BRIEF DESCRIPTION OF THE POSITION

The Chief Business Official is in charge of financial matters and business support activities and reports directly to the Superintendent. Financial matters include budget development, data processing and accounting systems. Business support activities include systems and work forces for maintenance, operations, purchasing, food services, classified personnel management, attendance, negotiations, construction and insurance. The Chief Business Official serves as support to the entire district management team.

#### MAJOR DUTIES AND RESPONSIBILITIES

1. Supervise, direct and coordinate all district business support activities and programs.
2. Formulate and recommend policies on financial matters and all business support activities, and insure that approved policies and regulations are clearly understood and carried out by district personnel.
3. Supervise and approve all financial contracts and business transactions of the district within established limits.
4. Secure legal guidance on district support activities as needed.
5. Consult with and advise district personnel on all matters relating to business services and financial affairs.
6. Direct the accounting for all income and expenditures as prescribed by federal and state laws, project guidelines, approved district policies, and prudent accounting practice.
7. Establish and maintain complete and adequate accounting systems for general and special funds including bond and developer fees, student body funds, school properties and attendance.
8. Direct the operation of the Business Office.
9. Direct the preparation of financial reports, including CALPADS and attendance data, in the prescribed form on a timely basis and that are clearly understood by district personnel.
10. Coordinate and monitor the development of the district budget and work with the Assistant Superintendent, Educational Services, to align the budget with the Local Control Accountability Plan and other plans.
11. Direct the budget control program, including the analysis of budget variances, and prepare comments relating to financial performance for submission to the Superintendent.
12. Supply financial information, including revenue estimates and program related costs as needed by the Superintendent and staff.
13. Direct the completion of payrolls, general books of account and supporting records.
14. Direct the purchasing, storage, inventory and distribution of all supplies and equipment.
15. Direct the inventory control of all district-owned equipment and materials in compliance with applicable statutes.
16. Direct the operation of the district's purchasing, warehousing and inventory activities.
17. Direct the operation of school cafeterias and other food services of the district, supervise cafeteria funds and accounts and assure compliance with applicable state and federal requirements.
18. Assist the district Superintendent and other facility team members in developing new school plant facilities.

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19. Act as financial advisor to the Board and negotiating team.
20. Assist the Superintendent in community relations as they pertain to business affairs.
21. Prepare and submit applications and plans for state funds, city funds, county funds, impact fees, developer fees, bonds funds and other local funding sources, including borrowing for cash flow purposes.
22. Administer the receipt, collection, disbursement, accounting and financial reporting of all funds received from agencies, fees, sale of bonds and local funding sources in support of the facility program.
23. Conduct or direct in-service training for business office personnel and other personnel in regard to accounting and other business functions such as attendance.
24. Coordinate contract/lease agreements between district and outside contractors and lessees and maintain historical record of same.
25. Develop and update financial plans and funding sources in support of the short and long range facility master plans.
26. Coordinate the review and approval of all funding applications with funding agencies (city, country, state, etc.) and interested or affected organizations (community committees, school sites, etc.).
27. Coordinate, negotiate, implement and supervise the sale, disposal, trade or acquisition of district easements, leases, agreements, sites and facilities.
28. Understand and use confidentiality appropriately.
29. Perform other such duties as are assigned by the Superintendent.

### **RESPONSIBLE TO/FOR**

The Chief Business Official is directly responsible to the Superintendent for the programs and personnel of the Business Support Services Division.

The following district personnel report directly to the Chief Business Official:

1. Director of Business and Fiscal Services
2. Executive Director of Facilities, Maintenance and Operations
3. Food Service Coordinator
4. Executive Secretary to the CBO

### **MEASUREMENT OF EFFECTIVE PERFORMANCE**

1. Successful accomplishment of the objectives agreed to between the Superintendent and the Chief Business Official.
2. Efficient conduct of district financial and business support activities in an ethical and legal framework to bring credit to the district.
3. Compliance with district, state and federal policies and regulations relative to financial matters.
4. Demonstration of positive human relations and organizational skills in carrying out responsibilities.
5. Evidence of continued professional growth.

### **WORK YEAR**

The Chief Business Official will have an assigned work year of 261 days.

Salary Schedule: Classified Management Range 1  
January 2018 AB