

Auburn Union School District

Chief Business Officer

Description:

Under the direction of the District Superintendent, the Chief Business Officer (CBO) leads, plans, organizes, directs, controls and coordinates all business activities of the District including budget, general accounting, payroll, accounts payable, attendance accounting, classified personnel, warehousing, risk management, facilities, maintenance/operations, purchasing, technology, food services, and transportation functions (in conjunction with the District's transportation company) in accordance with state law, Board policies and administrative regulations. CBO does related work as required, and exercises direct supervision over management, technical and clerical staff.

Typical Duties:

Budget Development and Administration

- Budget Development/Projections
- Monitor General & Categorical Program Funding
- Prepare Budget Reports
- Administer and Prepare Budget Adjustments/Revisions

Business Services

- Administer Accounts Payable
- Administer Accounts Receivable
- Administer Attendance Accounting Procedures
- Administer Study Body Accounting
- Administer and Complete All Closing Entries
- Administer and Prepare Federal, State, Local Financial Reports
- Coordinate Financial and Agency Audits

Facility, Maintenance and Operations

- Administer Budget Development
- Collect and Prepare Community Facility District Tax Information
- Program Planning
- Monitor Hazard and Safety Procedures
- Administer Deferred Maintenance Budget and Expenditures
- Administer Utility Planning and Conservation
- Administer Warehouse and Stores Inventory

Payroll/Benefit Services

- Administer Payroll Processing
- Administer Employee Benefit Coordination
- Administer Sick Leave and Vacation Accruals
- Administer Federal, State, Voluntary Deduction Deposits/Payments

Personnel Management

- Administer & Maintain Position Control - Classified/Certificated
- Administer and Participate in Contract Management
- Attend Negotiations - Teacher (AUTA)/Classified Support (CSEA)
- Administer Classified Personnel Management

Food Services

- Administer Development of Budget and Monitor
- Administer State and Federal Report Preparation
- Administer and Participate in Program Planning

Home to School Transportation

- Develop Cost Projections and Analysis
- Administer Transportation Fee Collections
- Prepare State Transportation Reports
- Administer and Prepare Scheduling and Route Management

Other

- Administer Mandated Cost Reimbursement Process
- Administer E-Rate Process
- Participate in the Training of Site Support Staff
- Coordinate with other Agencies (e.g. city, county, etc.)

Qualifications:

Supervisory responsibilities in accordance with the policies of the Board of Trustees, the Education Code, and applicable laws. Ability to read, analyze, and interpret business/financial reports, legal documents, and regulatory requirements. Ability to present information orally and in clear written form to administrators, staff, parents, community groups, and Board of Trustees. Ability to meet deadlines with severe time constraints.

Education and/or Experience:

Any combination equivalent to: bachelor's degree in business (accounting) and three successful years experience in California school finance.

