

FORESTVILLE UNION SCHOOL DISTRICT  
Job Description

**JOB TITLE:** Chief Business Officer

**WORK YEAR:** 260 Work Days

**RESPONSIBLE TO:** Superintendent

**GENERAL DESCRIPTION:**

The Chief Business Officer is directly responsible to the Superintendent and works under his/her direction to plan and implement all school district accounting and business service functions, in compliance with State accounting procedures and Educational Codes.

**TYPICAL DUTIES:**

1. Maintain and oversee the accounting functions essential to controlling the budgets of the District, all categorical funding and restricted funding, to include all funds in the District budget
2. Keep the district in full compliance with the State of California Education Code and auditing procedures and functions and Interim Reports
3. Present all budgets to the School Board for annual adoption
4. Provide regular budget updates to the Superintendent and Principal
5. Plans coordinate, and prepare financial data related to analysis of revenues and expenditures for the annual budget, interim and annual reports, and make monthly reports to the School Board regarding the financial status of the district and its various key programs
6. Manage all matters related to the external auditing of all District fiscal matters, working closely with the auditors
7. Prepare all major and related financial reports to the State or other agencies as required
8. Reconcile all accounts, special reserves, restricted funding for the District on a regular basis including general ledger cash for all funds and District-wide checking accounts
9. Manage accounts payable, purchasing and accounts receivable functions
10. Review and verify payroll and benefits
11. Prepare deposits to SCOE and reconcile bank statements
12. Maintain CalPADS Data
13. Assist the Superintendent in budget preparation and forecasting of the fiscal budget
14. Prepare financial spreadsheets for special grants and restricted budgets

**QUALIFICATIONS:**

**Knowledge of:**

- Laws, rules and regulations governing public employment
- Laws, rules and regulations covering accounting operations
- Word processing and spreadsheet applications at a proficient level
- Escape, SACS, CalPADS

**Ability to:**

- Communicate clearly and concisely, both orally and in writing
- Understand and follow oral and written instructions
- Maintain cooperative working relationships with other employees, district staff and general public
- Plan and work independently to meet established deadlines
- Maintain confidentiality for District Office operations

**REQUIRED QUALIFICATIONS:**

- Bachelor's Degree or equivalent training in business, public administration or accounting
- Three or more years of experience in complex accounting, record keeping and payroll functions
- Experience in school district accounting, preferred

**WORKING CONDITIONS:**

Light Work: Positions in this class perform work which is primarily sedentary; lifting, pushing and/or pulling which normally does not exceed twenty-five (25) pounds

Mobility: Positions in this class require the mobility to stand, stoop, reach, and bend

Vision: Positions in this class require vision (which may be corrected) to read small print

*The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.), and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.*

Forestville Union School District  
Chief Business Officer Salary Schedule

Step 0 -	\$77,248
Step 1 -	\$78,824
Step 2 -	\$80,400
Step 3 -	\$82,008
Step 4 -	\$83,648
Step 5 -	\$85,321