



CHIEF BUSINESS OFFICER (CBO)

JOB DESCRIPTION

REPORTS TO: Superintendent

OVERVIEW

Under the direction of the superintendent, the chief business officer (CBO) will provide comprehensive, leadership and direction in the following areas: finance, budget, payroll, accounting, purchasing, risk management, insurance, facilities, maintenance, operations, warehouse, transportation, technology, and nutrition services. The ideal candidate will organize systemwide processes and procedures in these areas and have superior skills creating and maintaining fiscal sustainability, consistency, protocols, compliance, and accountability. S/He will have extensive knowledge and experience in a complex organization with regard to budgeting, fund management, procurement, accounting, projection modeling, planning, project management, data analysis, and presenting quality and concise recommendations to superiors and professional colleagues. S/He will be responsible for working collaboratively with the school district staff to ensure accurate information and timely work outcomes to support consistent and cohesive procedures that support short- and long-term financial viability. S/He will be an authentic communicator comfortable working collaboratively in a diverse environment to meet budget goals aligned with taking Banning Unified School District to the next level academically, operationally, and financially.

DUTIES AND RESPONSIBILITIES

Fiscal Leadership and Management

- Plan, lead, organize, direct, and manage the activities relative to the district's budget, finance, payroll, accounting, procurement, risk management, insurance, maintenance, facilities, operations, technology, transportation, and food and nutrition services
- Create, organize, manage, and support short- and long-range financial plans with processes that include cross-training procedures to strengthen competence in school finance across all leaders in all departments and schools
- Provide support to school sites and departments in business operations and finance
- Identify possible sources of funds that might be available to implement present or contemplated programs and advise the superintendent of such possible sources
- Work collaboratively with the superintendent, other cabinet members, district office and school site personnel
- Supervise, direct, support, lead, manage, and evaluate direct reports
- Serve as the lead who closely manages all construction and facilities/bond programs in collaboration with the district's team to ensure on-time and within-budget project completion
- Ensure implementation of a system that maintains accurate inventory controls and records
- Prepare comprehensive financial data reports and recommendations for the superintendent and Board of Trustees
- Prepare and review relevant Board agenda items for discussion and/or action at meetings and board study sessions

Policy, Compliance and Best Practices

- Monitor and maintain compliance with all state and federal regulations
- Develop and maintain consistent processes to monitor all spending, internal audits and controls, segregation of duties, as well as the daily administration of all actions relative to budgetary functions
- Provide administrative leadership in the development and/or proposed revision of policies, regulations, and procedures
- Maintain an awareness of California school laws and legal decisions, compliance, and best practices
- Serve as an advisor to the superintendent

Negotiations, Relationship Building, and Goal Attainment

- Serve as a systems thinker, problem-solver and resource
- Serve as the co-chief negotiator for the district's negotiation teams
- In collaboration with human resources, assist in the preparation and resolution of financially reasonable settlements
- Using qualitative and quantitative data, facilitate the development of a 10-year facilities plan that maintains internal processes for proactive and corrective types of maintenance (*i.e.* preventive, predictive, condition-based, scheduled, planned, routine, emergency, deferred, etc.)
- Develop and manage a comprehensive five-year financial plan
- Build positive relationships with all employee groups and community stakeholders
- Organize and facilitate cross-departmental training

KNOWLEDGE AND SKILLS

Knowledge

1. Principles and procedures of accounting, auditing, finance, facilities, transportation, nutrition, maintenance, and technology
2. Advanced principles and processes used in collaborative budget preparation, system-wide fiscal viability, analysis and research
3. Knowledge of best practices leading, managing, supervising professional teams with clearly defined expectations focused on professional growth and work quality
4. Innovative foresight and personal fortitude to modernize and streamline effective and efficient financial processes and procedures
5. Knowledge and understanding of all policies relevant to the position

Skills

1. Superior professionalism in leadership and organizational management
2. Consistent, efficient, and focused work habits with attention to details
3. Exceptional team building skills with the capacity to receive and deliver strategic direction and meaningful feedback to and from superiors, subordinates, and stakeholders
4. Outstanding relationship-building skills
5. Open, authentic, and concise communication

EDUCATION/EXPERIENCE: A certified public accountant (CPA) or master's degree in finance or accounting strongly preferred with relevant leadership and management experience involving the review, analysis, maintenance and adjustment of various types of budgets, funds and accounts. A minimum of a Bachelor of Science degree in finance or accounting plus years of experience and demonstrated success in the financial industry or school finance may be substituted for preferred criteria.

SALARY: Competitive and negotiable.