

## **Fabens ISD Job Posting Chief Business Officer**

<b>Job Title:</b> Chief Business Officer	<b>Exemption Status/Test:</b> Exempt/Executive or Administrative
<b>Reports to:</b> Superintendent	<b>Date Revised :</b> Feb. 21, 2019
<b>Dept./School:</b> Executive Office/Business Services	<b>Pay Grade:</b> 7- Administrative/Professional

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### **Primary Purpose:**

Serve as Chief Business Officer, responsible for oversight of all financial and business affairs of the district. Provide leadership for the district's financial services activity to ensure legally sound and effective management practices. Direct and monitor the management and investment of all district funds and ensure they are adequately protected.

### **Qualifications:**

#### **Education/Certification:**

Bachelor's degree in business, accounting, or other related field

#### **Preferred:**

Master's degree in a Business related field or educational administration

Knowledge of financial applications as related or used in a Student Information System (SIS)

#### **Special Knowledge/Skills:**

Advanced knowledge of school finance, budgeting, accounting systems, and economics

Knowledge of information/data processing systems and financial applications

Ability to resolve conflict, listen, and appropriately respond to concerns

Demonstrated leadership skills

Ability to manage budget and personnel

Ability to implement policy and procedures

Ability to interpret data

Excellent communication, public relations, and interpersonal skills

Knowledge of operations management

#### **Experience:**

5 years administrative or school business management experience

3 years experience with supervisory responsibility in the fields of finance or accounting

### **Major Responsibilities and Duties:**

#### **Fiscal and Operations Management**

1. Ensure preparation and integrity of all district general accounting records and related financial reports using accepted standards for school accounting as prescribed by the Texas Education Agency.
2. Act as financial advisor to the superintendent and board of trustees and keep them informed of the financial condition of the district.

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3. Maintain the district's investment portfolio. Supervise and coordinate the investment of all available funds to the best interest of the school district and ensure that these funds are adequately protected against loss at all times.
  4. Ensure that all financial obligations of the school district (accounts payable, notes payable, bonded indebtedness, and payroll) are met on a timely basis.
  5. Implement and maintain internal control procedures to ensure the safeguarding of assets and reliability of accounting data; promote operational efficiency; ensure adherence to prescribed procedures.
  6. Oversee the auditing program for all district funds and work cooperatively with the district's independent and internal auditors in conducting periodic audits.
  7. Administer the business office budget and ensure that programs are cost effective and funds are managed prudently.
  8. Oversee the management of facilities maintenance, warehouse, child nutrition, transportation, and security operations of the district.
  9. Monitor and reevaluate operations departments on an ongoing basis to ensure that district needs are being met in an effective and efficient manner. Implement changes where appropriate.

#### **Policies, Reports, and Law**

10. Review and recommend appropriate policies, administrative regulations, and administrative practices for the areas supervised.
11. Implement the policies established by federal and state laws, State Board of Education rule, and local Board policy in the areas assigned.
12. Compile, maintain, and file all physical and computerized reports, records, and other documents required including preparing and evaluating monthly financial statements and related budget reports, preparing quarterly and final reports for all federal funds and grants, developing semi-annual financial information for submission of data to TEA, and preparing and publishing comprehensive annual financial report in compliance with Association of School Business Officer (ASBO) standards.

#### **Budget**

13. Develop and administer the department budget based on documented needs and ensure that operations are cost effective and funds are managed prudently.

#### **Communication**

14. Ensure that established goals and expectations related to district operations are communicated clearly, consistently, and in a timely manner.

#### **Personnel Management**

15. Select, train, evaluate, and supervise department staff and make recommendations relative to assignment, retention, discipline, and dismissal.

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16. Develop training options and improvement plans for department staff to enhance the effectiveness of department operations.

**Safety**

17. Ensure that safety standards are maintained in conformance with federal, state, and insurance regulations and a district-wide preventive safety program is developed and implemented.

**Other**

18. Attend board meetings and make presentations when appropriate and/or requested.

**Mental Demands/Physical Demands/Environmental Factors:**

**Tools/Equipment Used:** Standard office equipment including personal computer and peripherals

**Posture:** Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

**Motion:** Repetitive hand motions, frequent keyboarding and use of mouse; occasional reaching

**Lifting:** Occasional light lifting and carrying (less than 15 pounds)

**Environment:** May work prolonged or irregular hours; occasional districtwide and statewide travel

**Mental Demands:** Work with frequent interruptions; maintain emotional control under stress

*\*To meet the executive exemption test, the primary duty must be management **and** the employee must supervise at least two full-time employees.*

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by \_\_\_\_\_ Date \_\_\_\_\_

Received by \_\_\_\_\_ Date \_\_\_\_\_

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