**RECOMMENDED QUALIFICATIONS:**

1. Master’s Degree
2. Professional Educator License with Chief School Business Official (CSBO) endorsement
3. Experience overseeing all finance and operational aspects of a school district
4. *Optional:* Certified Administrator of School Finance and Operations (SFO) (This is a new certification from ASBO International that will become more prevalent in the future)

**RESPONSIBILITIES:**

1. **Financial Planning & Budgeting**
2. Develop budget guidelines, coordinate preparation of the budget and assist administrators in review of the budget.
3. Utilize program budgeting procedures in preparing the District budget.
4. Coordinate the presentation of, justification for and preparation of additional analyses required to understand the budget proposal for action by the Board of Education.
5. Submit periodic statements to the Board of Education detailing the status of the budget appropriation.
6. **Accounting & Finance Systems**
7. Establish and supervise a program of accounting and reporting for the financial affairs of the District.
8. Establish controls for transfer of budgeted funds, as necessary.
9. Prepare financial reports as required by state and federal agencies.
10. Prepare appropriate financial reports to record data and provide information for management decisions.
11. File a financial report annually for audit by an independent certified public accountant.
12. Implement audit suggestions on a timely basis.
13. Complete, monitor, and report the activities applicable to state and federal funded activities.
14. Monitor a District-wide plan for the management of school activity, student body and school-based internal funds.

1. **Purchasing & Supply Management**
2. Coordinate the purchase, maintenance and inventory of all supplies and equipment for offices and instruction to take advantage of bidding, cooperative and bulk purchase, based upon requisition specifications.
3. Develop and administer a program for securing contracted services.
4. Direct the purchase, by competitive bidding, informal quotations and negotiation, of items of supply, equipment and contracted services necessary for the operation of the school district.
5. Review or prepare bidding documents, including notice to bidders, instruction to bidders, specifications and the form of proposal.
6. Develop a fixed asset inventory for insurance and control purposes.
7. **Personnel Management & Collective Bargaining**
8. Supervise the staff accounting, payroll and all related data in the area of personnel administration; i.e., keep the needed information concerning number of personnel, dollars involved with such personnel and all other related data concerning professional and support staff.
9. Verify employee services and prepare special reports required for income tax, social security and other special withholdings.
10. Prepare pertinent fiscal data for negotiations, including data relevant to benefit programs.
11. Oversee the selection and revision of employee health insurance programs.
12. **Office Management**
13. Establish procedures for record keeping and maintaining all records that audit and legal requirements demand.
14. Establish standard operating procedure manuals for the effective workflow of paper processing.
15. Review form design and update form requirements as needed.
16. Supervise administrative office services dealing with telephone, postage and office equipment operation, general mail receipt and distribution, including courier service for interschool mail and centralized copying/duplicating services.
17. **Program Management**
18. Develop a comprehensive plan for the operation of the total school business services program.
19. Delegate the authority necessary to accomplish department functions.
20. Implement and observe all Board of Education business policies for the District.
21. Develop and operate a management control system that monitors department activities.
22. Keeps abreast of issues and trends in the areas of school business administration through literature, participation in school business officials associations and attendance at approved workshops and seminars.
23. **Insurance/Risk Management**

Coordinate the student, workers' compensation, liability, automobile, and property insurance.

1. **Transportation Services**
2. Administer the District transportation program and prepare and administer the budget
3. Develop recommendations for future transportation needs based on forecasts of resident students.
4. **Facility Operations**
5. Administer a program of plant operation and maintenance, security and property protection and community use of school facilities.
6. Participate as part of the team in making decisions related to construction planning.
7. Review, process and pay invoices for new construction.
8. **School Facility Planning and Construction**
9. Develop appropriate procedures for selecting and using the professional services of architects, engineers, risk managers, construction managers, general contractors and other professionals and understand their roles and responsibilities.
10. Apply protocols and procedures involved in developing and using educational specifications and selecting school sites.
11. Analyze the legal and administrative responsibilities of advertising, awarding, and managing construction contracts and knows how to respond to contractor bankruptcy, product failure, and poor workmanship.
12. Evaluate the research, current practices and issues regarding the impact of energy, safety, and environmental factors.
13. Analyze the legal context within which school facilities are planned, constructed and operated and the various federal and State agencies and their roles in the process.
14. Plan for facilities-related needs: prepare population projections; develop educational specifications; analyze amortization of bond issues; evaluate buildings, etc.
15. **Food Service**
16. Oversee all food service operations and/or contracts.
17. Apply State and federal guidelines regarding free and/or reduced-price meal subsidies and qualification for participation.
18. Interact with representatives of nutritional and regulatory agencies in planning, conducting, and reporting on food service programs.
19. **Health and Safety**
20. Facilitate training for employees that will enable them to be more cognizant of dangerous environmental factors.
21. Develop and implement a process for assessing potential safety hazards in school buildings and on school grounds.
22. Prepare a school district disaster preparedness and recovery plan.
23. Develop and implement district policies regarding students and staff infected with contagious diseases.
24. **General Administration**
25. Act as advisor to the Superintendent concerning financial affairs and matters of general importance to the educational program.
26. Provide necessary business services in cooperation with the instructional activities of the School District.
27. Participate in the decision-making and policy development processes within the system.
28. Participate constructively in professional meetings with administrative staff and colleagues.
29. Performs such other tasks and assumes such other responsibilities as the Superintendent may assign from time to time.