**RECOMMENDED QUALIFICATIONS:**

1. Master’s Degree
2. Experience overseeing some or all finance and operational aspects of a school district
3. Professional Educator License with Chief School Business Official (CSBO) endorsement preferred­­­\*

**RESPONSIBILITIES:**

1. **Financial Planning & Budgeting**
2. Coordinate development and implementation of the annual budget development calendar.
3. Assist building principal in developing building based budgets and provide regular counsel on fiscal and operational areas.
4. Explore feasibility of using long-term funding for special projects, monitor bonded indebtedness and counsel the superintendent and Board of Education on referenda possibilities.
5. Prepare and submit to ISBE the annual school budget and the audited annual financial report in compliance with the State requirements.
6. Prepare multi-year projections of revenues and expenditures.
7. Prepare annual levy options available under the Tax Limitation Act and manages the process of preparing, reviewing and adopting the annual tax levy.
8. Review Business Office performance with respect to overall financial condition.
9. Write and oversee implementation of all grants.
10. **Accounting & Finance Systems**
11. Prepare monthly financial reports for all program administrators and the Board; highlight any permanent variances in revenues or expenditures.
12. Investigate areas of operations through appropriate use of the internal audit process.
13. Prepare the General State Aid Formula Claim and the Transportation Claim.
14. Coordinate the submission of claims for Free Lunch and Breakfast Program, Gifted Education, Bilingual Education, Special Education and other state and federal categorical programs.
15. Arrange and coordinate the preparation of the annual financial audit and any internal audit assignments requested by the Superintendent or the Board.
16. Maintain liaison with the school’s legal counsel, offices of the Proviso Township Treasurer, the Cook County Collector and other local government officials.
17. Work closely and cooperatively with State and/or independent auditors, notify local media of completed audits and make audit report available to public.
18. **Purchase & Supply Management**
19. Ensure that the process operates in an economical manner and in accordance with budget limitations, board policy and the State laws.
20. Ensure accurate and timely payments of all legitimate accounts payable.
21. Prepare required payment reports for Board approval.
22. Monitor the bid and request for proposal process, act as final negotiator for all supplier contracts, complete all purchase order and all contract requirements.
23. Work with other administrators and architects in planning construction and contracting.
24. **Payroll & Personnel Management**
25. Ensure that payroll checks are issued to all district employees on a timely basis.
26. Make timely payments of employee withholdings to appropriate government and retirement systems.
27. Monitor compliance with 403B rules.
28. Submit required State and federal payments and reports.
29. Periodically gather market data on prevailing salaries and wages of school district employees.
30. Provide necessary research for successful rate and salary administration.
31. Plan and coordinate the development of statistical, financial and management information related to employee relations.
32. Supervise the administration of the district’s retirement system.
33. Responsible for personnel and human resource operations, insurance and medical benefits.
34. **Insurance**
35. Represent the district’s interests in workers compensation insurance program.
36. Represent the district’s interests in property, casualty, and liability insurance programs.
37. Represent the district’s interests in health/dental/life insurance programs.
38. Represent the district’s interests in student accident insurance program.
39. Represent the district’s interests in life insurance program.
40. **Community Relations**
41. Prepare enrollment projections and assist the superintendent in projecting staff requirements.
42. Coordinate the board election and other referendum processes.
43. Participate in local, regional, state and national professional/educational organizations to stay abreast of school finance and related issues.
44. Regularly confer with building principals and administrators regarding problems/solutions related to district operations.
45. Work with commissioned architects in the construction and remodeling of facilities to ensure compliance with district requirements and economy, and implement professional procedures and results.
46. Approve all contracts between the district and outside contractors.
47. **Maintenance and Grounds**
48. Supervise Buildings and Grounds staff.
49. Coordinate a system of preventive maintenance and duty schedules.
50. Develop plans of compliance with safety regulations for school facilities.
51. Make recommendations to the Superintendent and Board for needed repair and maintenance which should be included in the budget.
52. Ensure appropriate maintenance, grounds keeping, security and custodial requirements for each school building and installation.
53. **Food Service**
54. Supervise the manager for the contract service provider.
55. Direct the general operations and financial procedure of the food service program.
56. Manage the free and reduced price federal lunch program component.
57. Supervise the health and safety standards compliance of the food program.
58. Approve pay requests for services provided and contract modifications.
59. **Transportation Services**
60. Supervise the maintenance and safety inspection of schools’ transportation equipment.
61. Develop systems for reporting accidents, travel and service information.
62. Work with contracted service provider to develop bus routes and coordinates efforts to provide efficient services.
63. Approve pay requests for services provided and contract modifications.
64. Assign non-certificated staff the responsibility for care and service of school vehicles.
65. Cause the staff to be oriented to the safety and travel regulations associated with school transportation vehicles.
66. Coordinate the services provided by the contract service provider.
67. Approve pay requests for services provided and contract modifications.
68. **Office Management**
69. Oversee the day-to-day operations of the district finances and business operations.
70. Recruit and interview qualified personnel for staff openings assigned.
71. Recommend qualified replacements to the Superintendent of Schools.
72. Establish programs of orientation and staff development for assigned staff.
73. Make salary recommendations for budget purposes for assigned staff.
74. Evaluate and make employment decisions and recommendations to the Superintendent of Schools.