



MOLALLA RIVER SCHOOL DISTRICT Job Description

Job Title: Chief Business Official

Reports To: Superintendent

Evaluated By: Superintendent

Work Calendar: 12 Months/260 Days

JOB GOAL: Under the broad guidance and administrative supervision of the Superintendent, the goal of the Chief Business Official is to serve as the district's Chief Financial Officer and manage the day-to-day operations of the Business and Finance Department in compliance with federal, state, and local laws and regulations, generally accepted accounting principles and board policies.

Job Summary: The Chief Business Official provides leadership and strategic vision to the district's financial management program and oversees the district's accounting, financial planning and budgeting, risk management, auditing, ADM projections, procurement, debt service and capital projects fund management, real estate and fixed asset management, fiscal reporting, and the relationship with transportation and nutrition services outside contractors.

ESSENTIAL REQUIREMENTS: To perform this job successfully an individual must be able to execute each requirement satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities needed for the position.

1. Degree in business administration, business management, education, accounting or a related field or equivalent experience. Master's Degree and/or C.P.A. preferred.
2. Minimum of five (5) years' experience as a business official and/or equivalent experience with business and administrative functions, including at least three years' experience in a supervisory capacity preferred.
3. Evidence of school and/or business leadership experience and skills to manage a complex department with heavy service demands.
4. Strong verbal, written, presentation and interpersonal communication skills including the ability to provide and follow written and verbal direction; compose clear, concise, easy to follow documents and reports containing complex information; read, write, understand, complete and explain complex computations;
5. Demonstrated insight, intelligence, analytical and problem solving abilities.
6. Skills to use computer and business software (Microsoft Office Suite, Synergy, and Infinite Visions preferred) efficiently and effectively to complete assigned duties.
7. Ability to maintain confidentiality with district documents, reports and information, in a variety of situations, given the relatively unrestricted access this position has to the district's information and management/operational activities.
8. Ability to work both independently and cooperatively as a member of the district's administrative team and establish effective working relationships at all levels of the organization and with other district business officials across the county and state.

9. Ability to create, delegate, and organize assignments, set priorities, and multitask, managing frequent interruptions, to meet multiple and frequent deadlines.
10. Ability to remain calm, deliberate, and tactful in stressful and emotional situations.
11. Must be courteous, cooperative, and service-oriented and effectively lead the team while promoting these qualities in the department.
12. Oregon Certified School Business Official status through OASBO preferred.
13. Related qualifications as the Board of Directors may deem appropriate and acceptable.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Plans, organizes, prepares and monitors the Molalla River School District's budget.
 - a) Forecasts and determines future revenue based on projected enrollment (ADM), legislative changes, special education needs, technology, capital requirements, health and safety.
 - b) Monitors and oversees budgetary requests and recommendations from program managers.
- Provides leadership, administrative direction, and management oversight to the external nutrition and transportation services contractors.
- Collaborates and works with leadership for district buildings, facilities, operations, grounds and maintenance, information technology, architects, contractors and others in the planning, funding, oversight and monitoring of district and building construction plans and projects.
- Manages, directs and supervises all accounting processes, controls and procedures within the District. Monitors and assures all accounting processes meet District, state and federal requirements. Oversees and coordinates all auditing processes and the implementation of audit findings.
- Responsible for district's insurance policies and risk management.
- Supervises business office accounting and payroll staff to include performance evaluation, day-to-day supervision, oversight of work product and advice and counsel to complete daily tasks and improve work product and workflow.
- Performs financial analysis to assess the financial condition of the District. Prepares financial forecasts and reports on the financial condition of the District to the School Board and Superintendent.
- Oversees cash management, investments, and debt service and capital projects funds.
- Determines and makes recommendations concerning the financing of capital projects.
- Serves as a member of the Superintendent's Cabinet providing leadership in program development and implementation, and addressing and helping to resolve district issues and concerns.
- Provides financial and capital projects reports to the Board of Directors and responds to questions and requests for information.
- Performs other duties of a comparable level or type, as required.
 - a) Attends training sessions, conferences, seminars, and serves on various district committees.
 - b) Keeps abreast of changing developments and trends in school finance and school operations

Please see attached addendum for a more specific description of duties for each area of responsibility.

CERTIFICATES, LICENSES, REGISTRATIONS, BONDING, AND/OR TESTING REQUIRED:

1. Possess and maintain a valid First Aid card if required
2. Criminal Justice Background Check and Fingerprint Clearance
3. Possess or ability to obtain state-recognized certificate in food service safety and nutrition services management
4. Valid state driver's license

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. (See addendum)

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. (See addendum)

TERMS OF EMPLOYMENT: Days and hours to be arranged, with salary according to current schedule.

EVALUATION: Following the probationary period, performance of this job will be evaluated annually in accordance with provisions of the Board's policy on evaluation of administrative personnel.

signature

date