



Job Title: **Business Administrator and Chief Financial Officer**

Department: **District Office**

Supervisor: **Board of Education and Superintendent**

Lane Placement: **Administrative Lane 11**

Schedule: **8 hrs / 242 days**      Evaluation Group: **CLASS**

FLSA Classification: **Exempt**

## **JOB DESCRIPTION**

The Business Administrator and Chief Financial Officer is a member of the Superintendent's Cabinet and is responsible for providing leadership and direction for the Business and Finance Departments of the District, and other departments and services as assigned by the Board and Superintendent, and serves as an officer of the Board of Education. Incumbent has primary responsibility for developing, in conjunction with the Board and Superintendent, the District's annual budget and Comprehensive Annual Financial Report (CAFR), ensuring District compliance with federal and state financial laws and regulations, providing leadership and coordination for internal and external auditors, and providing the Board and Superintendent with accurate and timely information regarding the business and financial operations of the district.

## **ESSENTIAL FUNCTIONS**

- Attend all meetings of the board, keep an accurate record of proceedings, and maintain custody of the seal and records.
- Be custodian of all district funds, be responsible and accountable for all money received and disbursed, and keep accurate records of all revenues received and their sources.
- Countersign with the president of the board all warrants and claims against the district as well as other legal documents approved by the board.
- Prepare and submit to the board each month a written report of the district's receipts and expenditures.
- Use uniform budgeting, accounting, and auditing procedures and forms approved by the State Board of Education, which shall be in accordance with generally accepted accounting principles or auditing standards under the Utah Budgetary Procedures Act.
- Prepare and submit to the board a detailed annual statement for the period ending June 30, of the revenue and expenditures, including beginning and ending fund balances.
- Assist the superintendent in the preparation and submission of budget documents and statistical and fiscal reports required by law or the State Board of Education.
- Ensure that adequate internal controls are in place to safeguard the district's funds.
- Perform other duties as the board and superintendent may require, including but not limited to:
- Prepare and present reports and recommendations to the Board of Education regarding the activities of departments supervised and respond to the requests of the Board as required.
- Assign, supervise and evaluate personnel and administer personnel policies and procedures that pertain to assigned district staff.
- Provide direction in the implementation of a comprehensive staff development program for programs administered.
- Administer the business and financial operations of the district and provide leadership and direction for the compilation and preparation of the district budget and Comprehensive Annual Financial Report (CAFR).
- Ensure that district funds are managed with sound investment practices.

- Provide leadership, direction and coordination in the management of departments in the business and finance area.
- Provide leadership and direction in financial reporting, accounting, and auditing in various divisions, departments and schools.
- Coordinate district auditing functions and annual independent audit.
- Assist in acquiring new school sites by executing all contracts pertaining to site acquisition and improvements.
- Support the development and implementation of policies and procedures to provide security for facilities and property.
- Direct the management of inventory accounting system for district employees.
- Coordinate business matters with Utah State Office of Education and submit reports as required.
- In consultation with the Superintendent and the Board of Education, utilize district legal counsel as appropriate.
- Monitor and report on financial status of State and Federal programs and assure compliance with various State and Federal regulations pertaining to business operations.
- Develop, implement and evaluate short and long-range planning procedures and systems for the Office of the Superintendent and other departments and services as directed.

### **NON-ESSENTIAL FUNCTIONS**

- Other duties as assigned.

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| <ul style="list-style-type: none"> <li>• This description should not be construed to contain every function/responsibility that may be required to be performed by an employee assigned to this position.</li> <li>• To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.</li> <li>• The requirements listed below are representative of the education, knowledge and experience requirements; the machines, tools and equipment used; background; and any licenses or certifications required.</li> <li>• Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.</li> </ul> |
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### **QUALIFICATION REQUIREMENTS**

- Incumbent must be fingerprinted and clear a criminal backgrounds check.
- Requires Bachelor's degree in Business, Accounting, Finance, or related field. Graduate degree or certification (e.g., MBA, MPA, M.Acc, CPA, J.D.) preferred. Joint graduate degree (e.g., MBA/M.Ed., J.D/MBA, etc.) desired but not required.
- Requires four years of previous job related work experience with demonstrated competence.
- Successful and relevant prior experience developing and managing budgets and business operations for public school district or other government entity preferred.
- Requires outstanding interpersonal skills, the ability to work well with a variety of stakeholders and patrons, ability to work in a team environment,, and unrelenting focus on customer service. Interacts with Board members, organization representatives, legislators, State Office personnel, attorneys, vendors, all District personnel and the general public.
- Must have advanced written and verbal communication skills, as well as advanced competency with technology, finance, and mathematics.
- Solid understanding of public school finance preferred.
- Excellent computer skills with Microsoft Word applications (e.g. Word, Excel, Powerpoint, etc.) and financial application software required.
- Significant experience working with, or reporting directly to, elected or nonprofit governing board strongly preferred.
- Significant managerial experience, including the supervision of employees and staff, strongly preferred.
- Accuracy and confidentiality are critically important.

- Must have outstanding organization and initiative, and a professional, courteous demeanor suitable for working at the executive level and interacting with patrons and customers.

**NOTE: The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior work experience and availability of formal training programs, some exchanges can be made between training and experience.**

**PHYSICAL REQUIREMENTS**---*Not limited to the following:*

- Physical ability to perform the essential functions listed above with or without reasonable accommodation.
  - Requires the ability to lift a minimum of ten (10) pounds.
  - Possess the physical, mental, and emotional stability to work under stressful conditions, including but not limited to: deadlines, contract requirements, inspection requirements, and interaction with critical personnel.
- Note:** *This list of essential and marginal functions and of physical requirements is not exhaustive and may be supplemented in accordance with the requirements of the job.*

All employees are required to participate in the District evaluation process.  
It is the employee's responsibility to review and adhere to all district policies and procedures.  
This information may be reviewed at [www.canyonsdistrict.org](http://www.canyonsdistrict.org)

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HR \_\_\_\_\_

Effective date: 11/01/2019