

FISCAL MANAGEMENT OPERATIONS

Chief Officer

The chief officer of the business office shall be the business official, who is directly responsible to the Superintendent of Schools.

Role of the Business Official

In accordance with Board philosophy and goals, the business official shall have the following role:

- a. to advance educational opportunity through the management of district business affairs;
- b. to provide equipment and facilities required for the comfort, convenience, and performance of the educational staff and student body;
- c. to conduct the business office as a service organization to the district; and
- d. to serve in an advisory capacity to the Superintendent.

Duties of the Business Official

Subject to the approval of the Superintendent, the business official shall:

- a. direct the business affairs of the school system in compliance with the instructions of the Superintendent, pertinent laws, and Board of Education policies;
- b. oversee financial planning and budgeting for the district;
- c. perform or supervise internal audits and carry out recommendations of official audits;
- d. supervise expenditures as authorized by the district budget and in accordance with district purchasing procedures;
- e. prepare specifications and bids as needed; process orders and recommend payment following delivery of goods and services; provide district storage and delivery; carry out the responsibilities of the district purchasing agent;
- f. establish and supervise accounting, bookkeeping, payroll, reporting and cost analyses; organize and supervise inventory of school property;
- g. administer the insurance program and records;
- h. administer the district income and investment program;
- i. recruit and assist in selection, placement, training and advancement of noninstructional staff; oversee working conditions; take preliminary disciplinary action as needed and recommend termination of service to the Superintendent; carry out the requirements imposed by Civil Service Law and regulations;
- j. supervise classified employees and Business Office personnel;
- k. establish general, district-wide procedures for the management of non-instructional personnel consistent with the rules and regulations established by the Superintendent;
- l. organize and direct a program of inservice training for noninstructional personnel;
- m. recommend Board policies to the Superintendent;
- n. serve as a member of the Administrative Council;

- o. ensure effective communications among business office personnel;
- p. perform such other specific duties as may be assigned; and
- q. perform other duties normally associated with the office.

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