

**CHIEF BUSINESS OFFICIAL
ADMINISTRATIVE ASSISTANT TO THE SUPERINTENDENT
CONFIDENTIAL**

DEFINITION

Under direction of the Superintendent, performs a variety of highly responsible and confidential administrative support services for the Superintendent and the Board of Trustees.

EXAMPLES OF DUTIES

The Chief Business Official will assist the Superintendent in his/her responsibilities as Secretary to the Kernville Union School District; assist in developing and maintaining an investment policy as adopted by the Board of Education; recommend changes in budgeting and financial procedures to Superintendent; perform complex and responsible duties to ensure successful coordination, processing, and completion of routine administrative operations for Superintendent and Board of Trustees; prepare and /or coordinate preparation and distribution of public agendas for Board of Trustees meetings; organize and oversee set up for the Board Room and other meeting accommodations; attend and serve as recorder at Board of Trustees meetings; take notes for preparation of official minutes for appropriate review and distribution; obtain Board members signatures on documents as needed.

The Chief Business Official acts as office manager; assists the Superintendent in planning, organizing, and directing the work of the Business Office; supervises staff; assigns and monitors work, oversees workload and workflow, and evaluates quality and production; assists in interpreting the Education Code as it applies to finances and employee benefits; oversees payroll matters and resolves problems and errors; supervises and monitors budget control, payroll records, and proper disbursement of funds, and performs responsible tasks in connection with the above functions.

The Chief Business Official will prepare correspondence, and supervise the preparation of correspondence; assist in the preparation of financial, statistical data and reports; prepare and maintain district forms; check documents and records for accuracy, completeness, and conformance to legal and established procedures; analyze operational costs and develop data and statistics for budgeting and administrative purposes; maintain accounting control over collections and disbursements of money; recommend changes in accounting and auditing procedures; prepare paper work in connection with revolving funds, tax records, and withholding tax reports; prepare annual budgets for funds of the District including state and federal projects; prepare budget and accounting reports required for district, county, state, and federal agencies, and for the Board of Trustees; coordinate budgeting and accounting systems in accordance with adopted budgeting and financial accounting procedures; prepare budget projections and check budget projections against actual requests and costs; maintain appropriate financial accounting, accounts payable and payroll systems; research and develop data processing programs for use in budgeting and financial areas; act as the advisory representative on the District negotiating team; oversee proper coding of district expenditures to correct budget classification; ensure district

cooperation during audits; make county deposits; supervise financial, accounts payable and payroll personnel; serve as the District's Food Service Director; maintain a system of cafeteria account records; keep records of financial transactions and prepare periodic financial statements; maintain financial and statistical records for Transportation.

DESIRABLE QUALIFICATIONS

Education

1. Equivalent to completion of the twelfth grade, or
2. A Bachelor's Degree in Business/Accounting is desirable

Experience

1. Five (5) years of broad and increasingly responsible clerical, secretarial, and accounting experience. School accounting experience is preferred.

Knowledge of:

1. Basic office practices and procedures including the preparation of business correspondence and filing, and the operation of common office equipment and machines
2. Correct English usage, spelling, grammar, and punctuation
3. Knowledge and understanding of the rules, regulations, laws, and policies governing the District

Ability to:

1. Interpret and apply school district policies, laws, rules, and regulations.
2. Take responsibility and use good judgment in recognizing scope of authority
3. Compose correspondence independently
4. Proficiency in typing correspondence, reports and technical data
5. Keep accurate books for all accounting needs of a district office
6. Deal effectively with a wide variety of personalities and situations requiring tact, judgment, and poise
7. Prepare oral and written report
8. Operate office appliances
9. Understand and carry out complex oral and written directions
10. Perform accounting clerical work of greater than average difficulty
11. Make arithmetical calculations with speed and accuracy
12. Operate standard office equipment such as calculator, copier, typewriter and computer
13. Establish and maintain effective and cooperative relationships with those contacted in the course of work

Incorporated within one or more of the previously mentioned duties and responsibilities of this job description are the following essential physical requirements:

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|---------------|-----------------|------------------|-----------------|
| 1. Seldom | = Less than 25% | 3. Often | = 51% - 75% |
| 2. Occasional | = 25% - 50% | 4. Very Frequent | = 76% and above |

- 4 a. Ability to sit for extended periods of time
- 2 b. Ability to sit for extended periods of time and ascend and descend steps
- 4 c. Ability to see for the purpose of reading laws and codes, rules, policies, and other printed matter and observing students
- 4 d. Ability to hear and understand speech at normal levels
- 4 e. Ability to communicate so others will be able to clearly understand a normal conversation
- 2 f. Ability to bend and twist, kneel, and stoop
- 1 g. Ability to lift 50 lbs.
- 1 h. Ability to carry 50 lbs.
- 2 i. Ability to reach in all directions

Adopted: July 8, 2003

Revised: June 6, 2017