

# BOLINAS-STINSON SCHOOL DISTRICT

## Open Position: Chief Business Official

### JOB DESCRIPTION

We are seeking a partial time Chief Business Official to serve a small K-8 public school district in West Marin. This is a 12-month contract that includes 157 working days. The position is open immediately. The start date is negotiable.

### ABOUT BOLINAS-STINSON SCHOOL DISTRICT

Bolinas-Stinson is a Transitional Kindergarten through 8<sup>th</sup> grade school district located just north of San Francisco and the Golden Gate Bridge on the Pacific coastline of Marin County. The school serves two communities and has two beautiful campuses, one in Stinson Beach and the other in Bolinas. Student enrollment for the 2016-2017 school year is 85. Approximately 14% of students are English Learners; 9% are in Special Education and 45% are enrolled in the NSLP. The district is Basic Aid funded and enjoys tremendous and generous community support. Personnel number 32 with 7 contract staff members. The District serves students from the communities of Bolinas and Stinson Beach. These small coastal communities are environmentally conscious, value the arts, and consider the local school as a centerpiece of their community. Surrounded by the Point Reyes National Seashore and the Golden Gate National Recreation Area, the local environment is unsurpassed in beauty. Additional information may be found on the school's website: [www.bolinas-stinson.org](http://www.bolinas-stinson.org).

### SALARY and BENEFITS

- Starting Salary \$ 100K, negotiable depending on experience
- Excellent Benefits

### REQUIRED EDUCATION and EXPERIENCE

- B.A. with specialization in business administration, accounting, or related field (*preferred*)
- Three years of increasingly responsible work in public school business administration
- Proven leadership experience

### KNOWLEDGE, SKILLS and ABILITIES

- Principles and practices of public school district budgeting and accounting
  - CASBO Chief Business Officer certification desired
- Provisions of the School Accounting Manual and California Education Code
- Ability to
  - establish and maintain cooperative and effective working relationships with others
  - learn, interpret, apply and explain laws, codes, regulations, policies and procedures
  - think and plan strategically and creatively
  - work independently with minimal supervision
  - exercise good judgment in making decisions within established policies and procedures
- Demonstrated ability to perform duties with a high level of accuracy
- Strong organizational skills with ability to multi-task and prioritize
- Computer literacy (word processing; spreadsheets; data entry, management and retrieval)
- Excellent oral, written and interpersonal skills
- Willingness to engage in ongoing professional development

### ESSENTIAL DUTIES and RESPONSIBILITIES

#### Budget/Financial/Reporting

- Responsible for all district business services and operations
- Maintains the budget including development of the Adopted and Interim budgets with all required supplementary materials in the SACS software
- Develops and presents a clear and easy-to-understand financial analysis summary as needed
- Maintains continuous and accurate internal auditing program for all funds
- Maintains all accounting records including performing the annual close of books and SACS file
- Prepares all financial and other district-level reports

- Prepares and files ConAPP parts 1 and 2
- Ensures smooth and timely audit, providing necessary documents and information to auditors
- Attends monthly school board meetings as needed; prepares necessary documents
- Serves on labor negotiations team
- Supervise and approve all payroll, accounts payable, and accounts receivable transactions
- Ensures deposits are made regularly, and any billings are prepared promptly
- Reviews all local bank reconciliations and prepare the Cash in County reconciliation monthly
- Participates in the LCAP development and annual update process and prepare all associated budget and financial estimates
- Maintains Revolving Fund, Student Body Fund, after-school programs, grants, enrichment funds and field trip funds.

#### Human Resources

- Review and monitor employment contracts for all personnel
- Prepares and maintain salary schedules as approved by the board of trustees
- Manages employee (current and retired) health and welfare benefits including open enrollment and maintaining the District's 125 Plan
- Credential monitoring

#### **ADDITIONAL DUTIES and RESPONSIBILITIES**

- Attends meetings at the county office (MCOE) to stay current in areas related to essential duties
- Performs other duties related to essential duties as needed

#### **WORKING CONDITIONS**

##### Environment

- Office environment
- Frequent interruptions

##### Physical Abilities

- Sitting or standing for extended periods of time
- Working for extended periods of time using hand coordination for routine typing and data entry
- Walking, twisting, stooping, crouching, kneeling, bending over, grasping, reaching overhead, pushing, pulling and moving, lifting and/or carrying 0-50 pounds.

#### **APPLICATION PROCESS**

Apply through Edjoin.

Classified jobs at Bolinas-Stinson Union Elementary

<http://www.edjoin.org/Home/Jobs?countyID=0&districtID=412&catID=3>

The following documents are required:

- Letter of Introduction
- Résumé
- Current Letters of Recommendation (a minimum of three letters within last three years)
- Universal Application for Marin County School Districts Classified Employment  
<http://www.marinschools.org/Personnel/Documents/Application-MCOE-Class.pdf>

#### **PLEASE NOTE**

- No phone calls.
- Incomplete application packages will not be considered.
- Only those candidates selected for an interview will be contacted by telephone.
- Any offer of employment is contingent upon successful screening of fingerprints and a “negative” reading of a skin test or chest x-ray for active tuberculosis.