



## DeSoto ISD Job Description

### OUR VISION

*To inspire curiosity and consciousness, develop character, build courage, and nurture compassion*

### OUR MISSION

*To ensure students, without exception, learn and grow at their highest levels*

### OUR VALUES

#### Every Student

We hold an unwavering belief that every student can achieve success and our students' best interests drive our decisions, actions and behaviors.

#### Unconditional Belonging

Together, we are responsible for cultivating a community where everyone feels they belong and are respected, cared for and safe.

#### Courageous Learning

We seek growth, challenge and innovation and embrace risk-taking as a necessary part of every person's learning journey.

#### Relentless Equity

Each person has access to the resources and opportunities that meet their individual needs in a way that allows them to leverage their greatest strengths.

#### Collective Excellence

We foster integrity, accountability and hold high expectations of ourselves as we support each other and collaborate towards our vision.

#### Community Greatness

We are grounded in our connection, pride and partnerships with our communities. Through our collective strength, we support people to do and be their best.

**Job Title:** Chief Business Officer

**Contract Days:** 226

**Reports to:** Superintendent

**Dept/Campus:** Instructional Support Center

**Pay Grade:** AD 10

**Wage/Hour Status:** Exempt

**Funding Source:** Local

**Revision Date:** May 2024

### Primary Purpose:

The Chief Business Officer (CBO) combines financial expertise with human capital management to ensure the district's financial health, legal compliance, and effective utilization of human resources to support the overall mission and objectives of the school district. Three key functions of the Chief Business Officer include financial oversight, financial advisory, and human capital management.

The Chief Business Officer is responsible for overseeing the financial operations of DeSoto ISD and making decisions based on the company's financial stability. Demonstrating and executing the best practices for company finances and coming up with strategic plans to improve the overall financial health. Provide effective and responsible leadership for all areas of the business division; direct the preparation of current financial reports and summaries, and create forecasts predicting future growth.

Additionally, the Chief Business Officer leads the overall management of the district's human capital function. Direct and manage district human capital activities to ensure legally sound and effective Human Capital Management (HCM) practices. The CBO is responsible for the development and implementation of human capital programs to include wage and salary administration, leave administration, employee training, recruitment and staffing, and employee communications. Interpret and recommend personnel policies and regulations for the district.

### Qualifications:

- Bachelor's Degree in business, finance, accounting or equivalent field of study
- Master's Degree, (preferred)

### Education/Certification:

- Texas Administrative Certification (preferred)
- Texas Association of School Business Officers (TASBO) Certifications (preferred)

**Special Knowledge/Skills:**

- Thorough knowledge of school business operations including budgeting and finance, payroll and accounting, tax collection, purchasing and inventory control, risk management.
- Advanced knowledge of school finance, budgeting, accounting systems, and economics
- Advanced knowledge to direct and manage payroll activities of the district. Ensure that payroll is delivered in compliance with applicable state and federal laws and regulations and in a timely manner.
- In depth knowledge of accounting and financial reporting standards in accordance with Governmental Accounting Standards Board (GASB) and Generally Accepted Accounting Principles (GAAP)
- Knowledge of information/data processing systems and financial applications
- Ability to resolve conflict, listen, and appropriately respond to concerns
- Demonstrated leadership skills
- Ability to manage budget and personnel
- Ability to implement policy and procedures
- Ability to interpret data
- Ability to manage budget and personnel
- Excellent public relations, organizational, communication and interpersonal skills
- Ability to speak effectively before groups of employees, the school board, or other organizations
- Excellent communication, public relations, and interpersonal skills
- Strong planning, organizational management, and interpersonal skills.

**Experience:**

Successful experience in accounting, budget and/or financial management practices including five years at the Executive Manager level or its equivalent

Successful administrative or management experience

Demonstrated experience with supervisory responsibility in the fields of finance or accounting

**Major Responsibilities and Duties:****External/Annual Audit**

- Prepare timely audit schedules and financial statements according to federal, state, and GASB standards.
- Supervise processes related to External/Annual Audits including oversight of processes related to compiling, maintaining, and filing all physical and computerized reports, records, and other documents required, including auditable records and financial statements.
- Utilize data-driven problem-solving techniques to enhance external and annual audit procedures.

**Budget**

- Work with others to compile and report projections of staff and facility needs.
- Ensure that programs are cost effective and that funds are managed prudently.
- Compile budgets and cost estimates based on documented program needs.
- Implement the policies established by federal and state laws, State Board of Education rule, and local board policy in the area assigned.
- Develop and administer the human resources budget based on documented needs and ensure that operations are cost effective and funds are management wisely

**Compensation**

- Develop and implement procedures for administering salary, leaves, and other forms of compensation that effectively implement policies adopted by the board.
- Develop and implement procedures for the preparation and revision of job descriptions and for the classification of positions in the district compensation plan.
- Administer the teacher salary schedule and ensure compliance with the state minimum salary schedule requirements.
- Administer the exempt and nonexempt compensation programs and ensure compliance with federal wage and overtime laws.
- Provide cost analysis of salary and wage adjustments for the budgeting process.

**Financial Management**

- Ensure preparation and integrity of all district general accounting records and related financial reports using accepted standards for school accounting as prescribed by the Texas Education Agency.
- Develop long-range and short-term objectives for district's business operations and prepare district budget. Monitor budget variances and oversee budget adjustments.
- Act as financial advisor to the superintendent and board of trustees and keep them informed of the financial condition of the district.
- Maintain the district's investment portfolio. Supervise and coordinate the investment of all available funds to the best interest of the school district and ensure that these funds are adequately protected against loss at all times.
- Ensure that all financial obligations of the school district (accounts payable, notes payable, bonded indebtedness, and payroll) are met on a timely basis.
- Implement and maintain internal control procedures to ensure the safeguarding of assets and reliability of accounting data and to promote operational efficiency and ensure adherence to prescribed procedures.
- Oversee the auditing program for all district funds and work cooperatively with the district's independent and internal auditors in conducting periodic audits.
- Administer the business office budget and ensure that programs are cost effective and funds are managed prudently.

## **Human Capital Management**

- Create and execute the plan for human capital in alignment with district core values as adopted by the board and the district's strategic plan. Identify current and future needs of the district and align processes and procedures including recruitment, selection, on-boarding, professional and leadership development, training, evaluation, and retention strategies.
- Determine the HCM training needs throughout the school district and develop and plan training programs to meet the established needs. Implement both on-going and special interest training programs.
- Direct the planning, development, coordination, and evaluation of operations of the human capital department including establishing department goals and objectives.
- Direct and monitor employee performance appraisal system and ensure that supervisors have proper training. Assist supervisors and principals with employee counseling, improvement plans, and due-process procedures, where needed.

## **Purchasing**

- Lead and streamline the procurement processes, ensuring adherence to established policies, rules, and applicable laws at the local, state, and federal levels.
- Implement effective training programs to educate district staff on procurement guidelines and procedures, fostering a culture of compliance and best practices.

## **Payroll**

- Oversee the payroll processes to ensure accurate and timely payment of all district employees.
- Supervise payroll preparation and production, including regular, special, and supplemental payrolls. Ensure adherence to standards and procedures, and take steps to correct problems, delays, and inaccuracies.
- Oversee training options and improvement plans in payroll
- Develop and implement payroll policies and procedures that comply with federal, state, and local regulations while promoting efficiency and transparency.

## **Personnel Management**

- Select, train, evaluate, and supervise department staff and make recommendations relative to assignment, retention, discipline, and dismissal.
- Develop training options and improvement plans for department staff to enhance the effectiveness of department operations.

## **Policies, Reports, and Law**

- Review and recommend appropriate policies, administrative regulations, and administrative practices for the areas supervised.
- Implement the policies established by federal and state laws, State Board of Education rule, and local Board policy in the areas assigned.
- Compile, maintain, and file all physical and computerized reports, records, and other documents required including preparing and evaluating monthly financial statements and related budget reports, preparing quarterly and final reports for all federal funds and grants, developing semi-annual financial information for submission of data to TEA, and preparing and publishing comprehensive annual financial report in compliance with Association of School Business Officer (ASBO) standards.
- Follow district safety protocols and emergency procedures.

## Other

- Ensure that department operations contribute to the attainment of district goals and objectives.
- Recommend policies that improve human capital related programs.
- Attend board meetings regularly and make presentations to the board.
- Participate in professional development activities to maintain current knowledge of human capital policies, rules, regulations, and practices.

### **Supervisory Responsibilities:**

**This position is responsible for overseeing district program management in the following areas:**

- Business & Financial Services Department Staff
- Human Capital Management Department Staff

### **Working Conditions:**

**Mental Demands/Physical Demands/Environmental Factors :** Must maintain emotional control and exercise reasoning and problem solving skills while under stress. Must demonstrate ability to communicate effectively (verbal and written). Should be able to interpret procedures and analyze data for decision-making. Frequent in-district and occasional in-state or national travel. Occasional prolonged and irregular hours.

**Safety:** Contribute to the prevention of accidents and injuries by observing safety rules and District policy, practicing the principles and skills taught in safety training, wearing personal protective equipment as required, reporting injuries and incidences immediately to supervisor, and being proactive in the ongoing efforts to improve and maintain workplace safety.

*The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

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DeSoto ISD does not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, age disability, military status, or on any other basis prohibited by law. Employment decisions will be made on the basis of each applicant's job qualifications, experience, and abilities. The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

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Approved by: \_\_\_\_\_ Date \_\_\_\_\_

Reviewed by: \_\_\_\_\_ Date \_\_\_\_\_