

<b>FNSBSD JOB DESCRIPTION</b>	
<i>Job Title:</i> Chief Operations Officer	
<i>Supervisor:</i> Superintendent	<i>Classification:</i> Salary, Non-Represented
<i>Days/Months:</i> 12 months	<i>Grade:</i> 12

**Job Summary**

Responsible for the oversight of all business operation activities of the Fairbanks North Star Borough School District (FNSBSD). Responsible for the development and implementation of the district's budget; the operations of general accounting and control; financial reporting; and the receipt and recording of all district revenue. Ensures compliance with the board of education's policies and regulations, state, and federal fiscal management laws and regulations.

**Essential Job Functions**

Coordinates and directs the business operations of the school district.

Directs the activities of operations department of the district to provide for infrastructure, equipment, and services necessary to support the district's strategic plan goals and objectives.

Plans, coordinates, and supervises the district's business operations. Identifies potential efficiencies and implements action plans to improve district operations in order to obtain financial savings and responsible resource management. Provides oversight and collaboration to operations-related departments including: accounting services, business services, purchasing, facilities management, human resources, information & technology, nutrition services, and pupil transportation.

Develops and maintains systems of internal controls to safeguard financial assets of the organization. Responsible for development and oversight of best practices related to school district business operations.

Oversees the management and coordination of all fiscal reporting activities for the district including revenue/expense and balance sheet reports, financial status tracking, reports to funding agencies, and development and monitoring of contract/grant budgets.

Develops, recommends, and oversees sound financing, budgeting, and accounting policies/systems for the district.

Ensures the district's financial position is accurately accounted for, controlled, and communicated to appropriate parties in a timely manner.

Ensures the school accounting activities comply with Generally Accepted Accounting Principles (GAAP), and current federal, state, and local directives.

Represents the district to various government agencies, funding agencies, media, employees, and/or the general public/local community.

Consults with and advises members of the school board, superintendent, school administration and department managers on all matters relating to financial and budget issues.

Provides leadership in the development and implementation of district business operations policies and procedures; ensures compliance of district accounting and financial reporting activities as well as all other pertinent policies and procedures related to district business operations.

Monitors federal, state, and local financial and business operations related legislation and related compliance issues and regulations.

### **Non-Essential Job Functions**

Performs other job-related duties as assigned.

### **Equipment Used**

Equipment used includes personal computer, printer, fax machine, copy machine, telecommunication, and other equipment such as LCD panel projectors.

### **Independent Decisions**

Significant independent decision making required in areas of budget projections, enrollment projections, financial reporting, auditing, accounting procedures, systems development, and general business practices.

### **Primary Working Contacts**

Works closely with the superintendent, department directors, human resources, and other administrative center staff in coordinating internal activities. Maintains a close working relationship with the board of education and representatives of the employee organizations. Works with various state, federal, and other external agencies and companies.

### **Responsibility for Cash, Equipment, Safety**

Responsible for district cashier office, including receipt and deposit of all district revenue. Establishes internal control structure for school petty cash.

### **Supervision Received and Exercised**

Works under the direction of the superintendent. Directly supervises and evaluates the director of accounting services, director of procurement & warehousing, director of business services & risk management liaison, director of nutrition services, director of transportation, budget specialist, executive director of technology, executive director of human resources and executive director of facilities maintenance.

### **Unusual Working Conditions**

Evening and weekend meetings will be required; workload may be stressful; frequent deadline and/or pressure situations.

### **Evaluation**

Annual written evaluation.

### **Physical and Mental Demands**

The physical demands of this position require frequent standing, walking, sitting, speaking, and hearing. Requires near vision to write and read printed materials and computer screens. Requires hearing and speaking to exchange information on the telephone or in person. The employee is regularly required to reach with his/her hands and arms and occasionally lift items weighing up to 20 lbs. Must be able to use carts, ladders, dollies, and stools to assist in moving or shelving items. Requires sufficient arm, hand, finger dexterity to operate a keyboard and

other office equipment. Repetitive motions with wrists, hands, and fingers may also be required. Additionally, the employee must be able to communicate by oral and written means in an appropriate business manner and have cognitive skills to understand instructions, readily recall facts and details, handle conflict, and make effective decisions under pressure.

*The Fairbanks North Star Borough School District is committed to providing reasonable accommodations, according to the applicable state and federal laws, to all individuals with qualified physical or mental disabilities.*

### **Job Qualifications**

The following are required:

1. Bachelor's degree in business management or related field.
2. Ten (10) years of progressively responsible financial and/or operational leadership experience.
3. Experience with organizational and management principles, as well as methods of public and business administration.
4. Experience with public entity financing and general budgetary preparation and methods.
5. Knowledge of theory, principles, practices, and techniques of public administration including budgeting, financial planning and management, budget law, procurement law, and risk management processes.
6. Knowledge of school funding mechanisms and the fiscal compliance requirements of federal education programs.
7. Knowledge of GAAP and GASB.
8. Must have thorough understanding of internal controls.
9. Must have excellent business writing, oral communication in English, and presentation skills.
10. Must have a verifiable background in automated ERP accounting systems.
11. Must have recent and extensive experience using electronic spreadsheets and word processing software.
12. Ability to organize, prioritize, coordinate, and perform multiple functions, projects, and tasks, whose priorities change frequently.
13. Ability to understand and interpret federal, state, and local laws and regulations; contracts and other legal documents; and other authoritative sources relevant to school district operations.
14. Ability to maintain confidentiality.
15. Ability to use independent judgment in applying guidelines to varied situations.
16. Must be able to communicate courteously, professionally, clearly, and concisely, both verbally and in writing in English.

The following are preferred:

1. Master's degree in business management or related field.
2. Certified Public Accountant or other industry certification.
3. Experience in a state or local government or school district setting.
4. Experience with Alaska school financing and Alaska state and local funding issues.
5. Experience with broad based K-12 public school operations including transportation services, nutrition services, federally funded programs, information technology, financial auditing, human resources, and labor and contract negotiations.
6. Automated accounting system experience in a governmental or large-sized entity.

**Additional Job Information**

Fairbanks North Star Borough School District employees must possess the ability to read and write in English. This includes the ability to communicate in English with school staff, coworkers, and the public. Employees must also have the ability to comprehend and carry out oral and written directions and understand and follow English instructions and written documents.

**The Fairbanks North Star Borough School District is an Equal Opportunity Employer.**