



Community Unit School District 303

201 S. 7th Street, St. Charles, IL 60174-2664 • (331) 228-2000 • www.d303.org

Job Title: Chief School Business Official (CSBO) **Wage/Hour Status:** 12-month
Reports to: Superintendent of Schools **Pay Grade:** Administrator-Certified
Date Revised: February 4, 2025

Primary Function: The Chief School Business Official (CSBO) is responsible for overseeing the financial and operational affairs of the school district to ensure the effective and efficient use of resources in providing high-quality educational services.

Qualifications Experience and Education:

- Master's degree in Finance, Public Accounting, School Business Administration, or a related field.
- Illinois Professional Educator License (PEL) with Chief School Business Official (CSBO) Endorsement.
- Five years of senior-level financial management experience, preferably in a large school district.
- Extensive experience with computerized financial management systems and applications.
- Knowledge of school district operations, fund accounting, national and state educational legislation, and Illinois School Code.
- Demonstrated ability to conduct financial projections, develop strategic plans, and make data-driven decisions.
- Strong leadership, organizational, and communication skills.
- Commitment to high ethical standards and sound fiscal management.

Essential Duties and Responsibilities:

- **Financial Planning & Budgeting**
 - Develop, implement, and oversee the District's annual budget to ensure financial stability.
 - Establish internal financial controls and procedures to maintain compliance and accountability.
 - Monitor financial transactions, risk management programs, and return-on-investment analyses to support operational and strategic goals.
 - Serve as Treasurer of the Board of Education and Mid-Valley Special Education Cooperative and oversee financial reporting and audits.
 - File tax levies, manage bond sales, and ensure compliance with financial regulations.
- **Accounting & Finance Systems**
 - Supervise the accounting and reporting systems for financial activities within the District.
 - Prepare financial reports in compliance with state and federal regulations.
 - Oversee audits and implement recommendations as necessary.
 - Monitor grant funding activities and ensure timely reporting and compliance.
- **Operations & Facilities Management**

- Provide leadership to administrators responsible for facilities, transportation, and food services.
- Oversee the District's Life Safety Program and long-term facility planning efforts.
- Coordinate attendance area adjustments based on student enrollment trends and operational capacity.
- Develop and manage capital improvement plans and facility maintenance programs.
- **Procurement & Contract Management**
 - Develop and administer purchasing policies and bidding procedures in compliance with state law.
 - Oversee the acquisition of goods, services, and contracted operations to optimize cost efficiency.
 - Maintain an inventory of district assets for insurance and control purposes.
- **Personnel & Collective Bargaining**
 - Supervise payroll, benefits administration, and personnel-related financial activities.
 - Prepare financial analyses to support collective bargaining negotiations.
 - Oversee employee health insurance programs and related benefits.
- **General Administration**
 - Develop and maintain policies related to financial management and district operations.
 - Participate in the strategic planning process and district-wide initiatives.
 - Communicate financial and operational matters effectively with the Board of Education, district staff, and community stakeholders.
 - Represent the District in professional associations and committees to stay informed of industry best practices.
- **Evaluation**
 - Performance will be evaluated annually by the Superintendent or designee in accordance with Board of Education policy and applicable regulations.
- **Work Schedule**
 - Twelve (12) months, full-time (July 1 – June 30). Must be present and carry out assigned responsibilities on all business days unless otherwise excused.
- **Physical Requirements**
 - Requires sitting, walking, standing, and light physical exertion.
 - Utilization of resources across various departments within the District.
 - Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.
- **Clearances & Required Testing**
 - Pre-Employment Physical Exam
 - Pre-Employment TB Test
 - Satisfactory fingerprint-based criminal history report

This job description is not exhaustive and may be modified as necessary to align with district needs and evolving responsibilities. Community Unit School District 303 is an Equal Opportunity Employer and does not discriminate based on non-merit factors in employment decisions.