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| Location:  GTA | Classification:  Classified – Exempt | Hours / Work Year:  Full-time, Year-Round |
| Reports to:  GTA Board of Directors | Salary Schedule:  Confidential |  |

**Position Summary:**

The Chief Business Officer (“CBO”) works closely with the Superintendent, Board Finance Committee, and GTA’s auditing team to ensure the overall fiscal health of the organization and that fiscal operations are in compliance with state and federal regulations. The CBO sets the strategy for organizational financial management and ensures that the organization is positioned to achieve short-and long-term goals.

The CBO oversees GTA’s accounting and financial record-keeping activities, which includes establishing and revising accounting procedures and controls, conducting financial analysis, preparing financial reports and statements, and leading budget preparation. The CBO supervises business services functions for GTA, including budget control, accounts payable, accounts receivable, purchasing, accounting, and directs the operations of Information Technology, Human Resources, and Food Services departments.

**Representative Duties and Responsibilities:**

**General:**

1. Lead financial planning process and finalize short- and long-term budgets with leadership team.
2. Set vision and expectations for analysis and promote a culture of rigor and transparency.
3. Ensure budgets and financial allocations are aligned to organizational strategic priorities and that the organization stays within annual budget.
4. Manage Board communication and approval process, building trust with Board members.
5. Define key financial metrics and develop instruments for performance measurement.
6. Ensure organization can manage unexpected financial situations and determine contingency plans and recommend approach to Board.
7. Define expectations for fiscal processes and controls and oversee annual financial audit. Provide regular guidance to the Board on status of financial controls and fiscal compliance requirements.
8. Define approach for management and mitigation of risk and ensure implementation of risk management and mitigation processes.
9. Set expectations for budget monitoring and ensure that processes meet expectations.
10. Set approach to cash management, ensuring cash is available to meet expenses and avoid short-term cash shortages through forecasting.
11. Ensure organization can accomplish financial activities through financial tools and systems and update them when necessary.
12. Ensure financial integrity of organization and compliance with capital requirements and covenants.
13. Decide financial strategies, maximizing financial flexibility and capital employed, while maintaining budgetary controls and fund source compliance.
14. Propose capital financing and facilities financing options and evaluate their implications on financial resources and flexibility and interface with leadership team and Board to communicate strategic impact.
15. Develop and guide implementation of capital expenditure process and recommend which capital expenditure requests should be funded.
16. Serve as financial expert for negotiations and collective bargaining, identifying financial implications and trade-offs to remain within budget.
17. Assess the technical skills of the Fiscal Services department staff and establish an ongoing training program to increase and maintain each employee’s technical knowledge and expertise.
18. Perform other duties as required by the position.

**Process and Procedures:**

1. Ensure the creation of policies and procedural manuals for key functional areas of the Fiscal Services Department.
2. Ensure the development of desk manuals for employee duties, and ensure there is step-by-step procedures for all assigned duties.
3. Review and revise policies, procedures and desk manuals periodically, but not less than once a year.
4. Revise Fiscal Services job descriptions to include all fiscal duties as applicable. Ensure essential duties are assigned so they support a robust system of internal controls, including separation of duties and supervision of work and that descriptions are maintained and updated as needed.

**Accounts Receivable/Account Payable:**

1. Develop detailed policies and procedures to support the organization’s accounts receivable functions to ensure financial records and statements are prepared and maintained in accordance with GAAP.
2. Develop detailed policies and procedures to support the organization’s accounts payable functions so they ensure the CMO and its charter schools are protected from material weaknesses, serious errors, and fraud.
3. Establish board-approved purchasing requirements, including detailed guidance on approval limits, travel and expense reimbursements, credit card usage, new vendor creation, and independent contractor hiring.
4. Clarify the approvals needed for various purchasing actions and the process for approval.
5. Provide for a credit card acceptable use policy that specifies the consequences if a cardholder violates the requirements, including prohibiting the use of organization credit cards to pay for personal expenses.

**Payroll:**

1. Establish detailed policies and procedures to clearly define the distribution of responsibilities and accountability for payroll processing between the organization and its third-party provider as applicable.
2. Ensure annual training to all department staff who complete and review timesheets, extra work agreements or any other monthly payroll-related documents. Focus on compliance, procedural requirements, and the application of information provided in the payroll process.
3. Establish a payroll user guide for internal department use; specify document needs, audit processes, and input guidelines. Use this guide to help enable a smooth transition when staff change positions, and to assist in cross-training between positions.

**Information Technology:**

1. Ensure that a Technology strategy is in place and that it is aligned to GTA’s strategic plan.
2. Manage the department budget and ensure that appropriate personnel are in place to carry out IT functions.
3. Ensure that adequate technological and information systems services and equipment are in place to support the needs of the organization.
4. Align activities of the Information Technology department with the overall goals and objectives of the organization.
5. Seek the most cost-effective solutions to meet the desired objective.
6. Interface with school leadership teams to advance GTA’s vision for technology integration.

**Human Resources:**

1. Ensure a Talent and Human Resources strategy is in place and that it is aligned to GTA’s strategic plan.
2. Manage the department budget and ensure that appropriate personnel are in place to carry out all essential functions.
3. Promote high quality HR service delivery aligned with policies, procedures, and regulations and that is in alignment with organizational goals and culture.
4. Ensure that appropriate HR policies, procedures and systems are in place and communicated as needed to minimize organization risk of non-compliance.
5. Advise on complex and/or highly visible policy infractions and communicate implications to leadership team.
6. Promote and foster productive labor relations and work with leadership team to manage issues if they arise.
7. Develop and recommend competitive benefit and compensation programs aligned to budget and organizational strategy and that promote a culture of transparency, consistency, and accuracy.

**Nutritional Services:**

1. Manage the department budget and ensure that appropriate personnel are in place to carry out all essential functions.
2. Promote high quality Food Service delivery aligned with policies, procedures, and regulations.
3. Ensure the department has operating procedures and policies in place that meet local, state, and federal policies.
4. Ensure that written policies are kept current in the face of changing practices and regulations.

**Knowledge/Skills/Abilities:**

* Experience leading an organization as part of the senior/executive leadership team
* Able to plan, manage and collaborate in a challenging fiscal environment
* Versatility in addressing analytic and strategic issues across the organization
* Timely and effective decision making designed to maximize organizational resources and that drive best outcomes for students
* Demonstrated ability to communicate with and work well with all levels within an organization and to manage cross-functional teams
* Models highest level of personal and professional trust with members across organization
* Creates systems and processes that promote integration across the organization
* Hold high standards for project management and models these standards for the organization
* Highly organized with strong project management skills, and drive to meet organizational and departmental objectives.
* Excellent computer skills (Word, Excel, Power Point)
* Ability to prepare, review and analyze financial data and reports, statements, and projections
* Ability to provide professional written and verbal communication; and strong interpersonal skills
* An excellent negotiator who is experienced in contracts
* Ability to positively influence internal stakeholders to align with short and long term organizational goals

**Education, Qualifications and Experience:**

* Minimum of five years of senior leadership experience (as a, CEO, CFO, Director of Finance, or COO, or Director of Operations with budgeting responsibility), including a minimum of three years of experience in a hands-on financial management role
* Working knowledge of non-profit accounting, small ERP systems, budgeting, and cash flow management required
* MBA preferred
* Experience in non-profit/education field and knowledge of the laws, rules, procedures, and programs specifically related to the business operations of charter public schools in California preferred
* Experience or interest in working in urban public education

*As an equal opportunity employer, we believe deeply in diversity and are committed to creating an inclusive environment for all people. GTA recruits, employs, compensates and promotes regardless of race, religion, color, national origin, gender, disability, age, veteran status, and the many other characteristics that make us diverse.*