



# SPA

**Contra Costa School of  
Performing Arts**

**www.cocospa.org • 925-235-1130  
2730 Mitchell Drive, Walnut Creek, CA 94598**

**Job Title: Chief Business Official**

**Category: Classified**

**Work Year: 230 Days**

**Supervisor: Executive Director**

### *About SPA*

The Contra Costa School of Performing Arts ("SPA") is a tuition-free, public, independent charter school located in Walnut Creek, CA. Founded in 2015 and opening doors to our first students in 2016, the school now serves grades 6-12. The mission of Contra Costa School of Performing Arts is to provide a distinguished, pre-professional experience in performing arts within a college and career preparatory setting. We believe in fostering a culture of excellence with the core values of rigor, relevance, resilience, and relationships.

### *Position Summary:*

As the Chief Business Official at Contra Costa School of Performing Arts, you will serve as a vital member of our school community, fostering a positive and supportive environment for our students. In this role, you will be responsible for overall administrative responsibilities for all business services and operations of the school including planning, fiscal management, nutrition services, purchasing, and facilities. Essential functions include budget development, in partnership with our back office; control of school funds; ongoing budget analysis, monitoring, and reporting of categorical programs and special projects, including grants and entitlements; performing professional accounting, budgeting, and financial functions on all school accounts and categorical programs; preparation and filing of required local, state and federal fiscal reports; and performs other duties as assigned. The CBO will oversee human resources, accounting, office management, facilities, enrollment, and all other fiscal responsibilities.

The Chief Business Official will report to the Executive Director.

### *Responsibilities:*

### *Organizational Leadership & Strategy:*

- As a member of Contra Costa School of Performing Arts Executive Leadership Team, serves as a strategic advisor and thought partner to the Executive



# CSPA

**Contra Costa School of  
Performing Arts**

**www.cocospa.org • 925-235-1130  
2730 Mitchell Drive, Walnut Creek, CA 94598**

Director (ED) and other senior leaders, working to advance the vision and mission.

- Lead and implement Contra Costa School of Performing Arts' short and long-range strategic planning efforts and maintain the multi-year financial model. In partnership with the Executive Director, leadership team, and members of the Board of Directors, set financial targets to ensure strong financial health and financial sustainability.
- Supervise and evaluate the District/ School central office support team; provide support to school leadership and campus staff, emphasizing a culture of excellent customer service.
- In collaboration with the Executive Director, lead finance committee meetings of Charthouse Public Schools; make presentations to the board on monthly financials or pending facility projects.
- Serve as an ambassador for Charthouse Public Schools/ Contra Costa School of Performing Arts internally and externally - communicate proactively, knowledgeably, and passionately about Charthouse Public Schools/ Contra Costa School of Performing Arts' vision and mission.
- Ensure all record keeping follows legal and statutory requirements, including cumulative files (student) and personnel files.

#### Finance:

- Responsible for working with the back office for all district & school business services and operations which would include the accuracy of financial accounting, auditing, and reporting as required by state and federal code regulations and District/ School policy.
- Planning, coordinating, and preparing financial data related to the analysis of revenues and expenditures for the annual budget and interim financial reports.
- Develops and presents clear and easy-to-read financial analysis summaries as needed.
- Develops systems to monitor and analyze critical financial information so as to ensure the district's fiscal integrity.
- Maintains all accounting records including performing the annual clos of books and SACS file



# S P A

**Contra Costa School of  
Performing Arts**

**www.cocospa.org • 925-235-1130  
2730 Mitchell Drive, Walnut Creek, CA 94598**

- Ensures smooth and timely audit, providing necessary documents and information to auditors
- Develop and lead the budgeting process for all school departments; meet regularly with the leadership team and school leaders to review financial information and help build their business acumen.
- Attends all board meetings and prepares necessary documents, including agendas and minutes.
- Supervises and approves 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 prepares the Cash in County reconciliation monthly
- Participates in the LCAP development and annual update process and prepares all associated budget and financial estimates
- Maintains Revolving Fund, Student Body Fund, after-school programs, grants, enrichment funds, and field trip funds
- Reviews applicable laws, code regulations and an understanding of California Education Code
- Determines student enrollment projections and estimated funding from local, state and federal sources.
- Assists the Executive Director with the determination of staffing, maintenance, and operational needs of the District
- Develops procedures and supervises the internal operation of the business services department, including receipt, disbursement, and timely and accurate financial reporting
- Monitors and projects cash flow
- Audits contracts, purchase orders, claims, warrants, journal entries, and transfers in conformance with legal requirements and district policies
- Maintains accurate inventory system for all district property and maintains Facility Use Requests
- Directs and oversees the preparation of reports required by the County Office of Education, the state and federal government, the superintendent, the board, other authorized officials or agencies



# S P A

**Contra Costa School of  
Performing Arts**

**www.cocospa.org • 925-235-1130  
2730 Mitchell Drive, Walnut Creek, CA 94598**

- Serves as the District Risk Manager and interface to the general liability insurance provider
- Participates in training to meet safety and/or technology standards

#### Supervisory:

- Organizes, supervises, trains, and evaluates business department personnel in all areas of their work including, but not limited to, budget control, accounts payable, purchasing, general accounts receivable, general ledgers of each district fund, payroll and related distribution of fringe benefits, attendance accounting, inventories, and district equipment and facilities inventory
- Supervises, monitors, and performs accounting related to the food service program
- Supervises maintenance, janitorial, landscaping, etc.

#### Facilities:

- Plans, organizes, and supervises facility maintenance, additions, and upgrades keeping health and safety as a priority
- Assists in planning for new facilities including the acquisition of financing, site selection, architect selection, inspector selection, and design
- Assists/ oversees any work with Proposition 39 with the local district to secure an appropriate site.
- Monitors, supports, and reviews school site emergency plans.
- Supervises school safety checks and resolution of safety issues.
- Prepares expenditure reports for the California School Finance Authority or other governmental bodies.
- Monitors water systems
- **Public Bond reporting, management, & negotiations.**

#### Enrollment:

- Oversee and manage Chathouse Public Schools/ Contra Costa School of Performing Arts outreach and enrollment efforts, including retention
- Ensure that Chathouse Public Schools/ Contra Costa School of Performing Arts has an enrollment plan that takes into account historical enrollment



# SPA

**Contra Costa School of  
Performing Arts**

**www.cocospa.org • 925-235-1130  
2730 Mitchell Drive, Walnut Creek, CA 94598**

trends, facility capacity, budget requirements, and school program requirements.

**Qualifications:**

- Bachelor's degree in Business Administration, Finance, and/or Accounting
- Three years of experience in school business administration, including the development of SACS reports
- A knowledge of planning, organization, and direction of the business and finance division of a school district.
- An understanding of business management principles and processes, including budget preparation and control
- An ability to lead, plan, direct, and evaluate the work of others.
- Knowledge of applicable laws, code regulations and an understanding of the California Education Code sections related to budgeting, accounting, records management, and auditing.
- Knowledge of public bond financing and reporting, debt service obligations, and cash management

**Preferred Qualifications:**

- Possession of Certified Public Accountant certification
- Knowledge of best practices in Human Resources

Please note that this job description is a general overview, and some responsibilities may vary based on the specific needs of Chathouse Public Schools/ Contra Costa School of Performing Arts.

**Nondiscrimination Notice & Statement:** Contra Costa School of Performing Arts is a free, public school chartered by the Contra Costa County of Education. SPA does not discriminate on the basis of actual or perceived race, sex, color, citizenship, gender, academic history, academic preparation, creed, English proficiency, ethnicity, disability, gender expression, sexual orientation, disability, ancestry, gender identity, gender expression, genetic information, marital status, medical condition, military or veteran



# S P A

**Contra Costa School of  
Performing Arts**

**[www.cocospa.org](http://www.cocospa.org) • 925-235-1130  
2730 Mitchell Drive, Walnut Creek, CA 94598**

status, political affiliation or activity, home language, home living situation, immigration status, learning differences, national origin, parental/guardian marital status, political affiliation, religious or spiritual practice, or association with a person or a group with one or more of these actual or perceived characteristics in its program or activities and provides equal access to the Boy Scouts and other designated youth groups. The following employee has been designated to handle questions and complaints of alleged discrimination: Title II Coordinator, Title IX Coordinator, 504 Plans: Catherine Foster, [catherine.foster@cocospa.org](mailto:catherine.foster@cocospa.org), 925-235-1130, 2730 Mitchell Dr. Walnut Creek, CA 94598