



An Invitation to Apply for the Position of

CHIEF BUSINESS OFFICER

EASTERN SIERRA UNIFIED SCHOOL DISTRICT

Mono County

An Equal Opportunity Employer

Educational Excellence in a Quality Environment

Located along the Highway 395 corridor in the beautiful eastern high sierra, Eastern Sierra Unified School District (ESUSD) spans most of Mono County, offering K-12 education to students in three small mountain communities, and K-5 in a fourth. ESUSD is a community-funded (basic aid) district with a solid financial base and a commitment to excellence. Due to the Digital 395 project, ESUSD enjoys state-of-the-art internet connectivity, which is employed to provide students with the latest in-classroom digital resources. ESUSD's commitment to expansive learning allows students to experience the wonder of our local natural environment while also gaining exposure to the broader American landscape.

EASTERN SIERRA UNIFIED SCHOOL DISTRICT BOARD OF TRUSTEES

Ann Aylesworth, President
Ricky McCoy, Vice President
Jimmy Little, Member
Bob Tems, Member
Tim Sullivan, Member

**Don Clark, Ed.D.
Superintendent**

Debbie Fry and Sheila G. Vickers, Search Advisors
School Services of California, Inc.
1121 L Street, Suite 1060
Sacramento, CA 95814
(916) 446-7517 • Fax (916) 446-2011
Email: kims@sscal.com

THE POSITION

The Eastern Sierra Unified School District is seeking a Chief Business Officer. This senior management position works under the supervision of the Superintendent within a broad framework of policies and procedures and is responsible for the direct supervision of the Business Office staff.

This position is responsible for budget development and monitoring, accounting procedures, and daily fiscal operation of the District, including payroll, accounts payable, accounts receivable, facilities, and insurance programs.

The successful candidate must have knowledge of the following: bookkeeping, accounting, and budgeting; California school finance; school facilities; supervisory techniques; governmental business procedures; data processing; computer hardware and software; and purchasing techniques and procedures.

The successful candidate must also have the ability to: effectively supervise personnel; build and maintain cooperative relationships; evaluate and operate computer hardware and software; and plan, direct, and control the business functions of the District.

ABOUT THE DISTRICT

The District serves approximately 416 students in grades kindergarten through 12, comprised of 3 K-8 schools; 1 K-5 school; and 2 high schools.

The District has a General Fund operating budget of \$10 million.

DUTIES AND RESPONSIBILITIES

The Chief Business Officer provides districtwide leadership in the following areas:

- Being responsible for the timely and efficient management of business and fiscal activities of the District including budget development, control, management and updates, financial planning, and internal audit control
- Maintaining confidentiality
- Preparing audits and certifying annual and specialized state and federal reports
- Controlling the establishment and maintenance of all methods

and procedures of the District's fiscal services

- Carrying out policies and making reports as required by the Superintendent and Board of Trustees
- Organizing and supervising an efficient system of accounting regarding all financial controls of the District
- Attending Board meetings and advising the Board regarding business operations
- Interpreting the District budget and business service program to the Board, Superintendent, staff, and the community
- Evaluating the effect of District programs on the budget and initiating programs for improved operation
- Planning budget control procedures
- Consulting and advising District officials in budget matters
- Assisting school principals and directors in preparing and executing their budgets
- Preparing and submitting rules and regulations for management of budgets
- Administering the general program of purchasing and the distribution of equipment, books, supplies, and materials
- Maintaining up-to-date, accurate inventory of all District property and equipment, and their values
- Applying provisions of law and District policies to all business activities
- Supervising payment of all District accounts by payroll and bill warrants under properly approved and adopted procedures
- Evaluating and recommending final action for basic changes in the accounting system
- Establishing and maintaining the control of all purchasing activities, including ordering, paying vendors, and inventory records and procedures
- Carrying out special projects assigned by the Superintendent
- Keeping abreast of research and development in current school

and management practices, which will enable the Chief Business Officer to provide efficient leadership for the District

QUALIFICATIONS

The successful candidate will have:

- Three years of experience in a similar or related position in a school district business office
- A bachelor's degree with a major in accounting or business administration preferred

SALARY

The salary range for this position is \$97,567 to \$144,151. An attractive fringe benefit package is also offered in addition to the salary.

APPLICATION PROCEDURE

To open a file and be initially considered, a candidate must provide:

- A letter of interest and résumé
- A one-page application form available at www.sscal.com

Extensive references, including comprehensive background and credit checks, will be required of all finalists.

All materials will be treated confidentially.

TENTATIVE SELECTION TIMELINE

Application deadline 2/18/19
Paper screening completed.... 2/20/19
Planned candidate interviews.. 2/26/19
Planned final interviews..... 3/5/19
Appointment by Board..... TBD

Note: Dates shown above are for planning purposes, but sometimes change. Check School Services of California, Inc.'s (SSC) website for current dates.

CONTACT

SSC will conduct the search and recruit qualified candidates. Application materials must be received by SSC no later than **February 18, 2019**. Please forward application materials and requests for information to:

Debbie Fry and Sheila G. Vickers
Search Advisors

Eastern Sierra Unified School District
c/o School Services of California, Inc.
1121 L Street, Suite 1060
Sacramento, CA 95814
(916) 446-7517 ★ Fax (916) 446-2011
Email: kims@sscal.com

Candidate Number: <i>(For Office Use Only)</i>
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DISTRICT NAME: _____ **APPLICATION FORM**

Application for the Position of: _____

Please complete this form in its entirety. It will be used to process your application for this position. We ask that you return it as part of your completed packet, including a formal letter of application and resume.

Name:	Date:	Email:
Address:	Home Telephone: ()	
City, State, Zip:	Cellular Telephone: ()	
Type of current organization/district (K-6, K-12, etc.):	Office: ()	
Annual Budget:	At what number do you prefer us to contact you? _____	

Record of Professional Education

Institution/Campus:	Major:	Degree:
_____	_____	_____
_____	_____	_____
_____	_____	_____

Record of Certifications/Credentials

Record of Professional Experience (List Most Recent Experience First)

Title:	Dates of Employment:	District/Agency:	Enrollment:
_____	to _____	_____	_____
_____	to _____	_____	_____
_____	to _____	_____	_____
_____	to _____	_____	_____
_____	to _____	_____	_____

I understand that the finalists for this position will undergo extensive reference, background, and credit checks. By signing or submitting electronically (without a signature), I also hereby certify that all statements made in this application are true:

_____ I heard about this position through: _____
(Signature)

Please return this form to:
 Search Advisors ▪ c/o School Services of California, Inc. ▪ 1121 L Street, Suite 1060
 ▪ Sacramento, California ▪ 95814 ▪ (916) 446-7517 ▪ Fax: (916) 446-2011
 ▪ Email: kims@sscal.com