

Las Lomitas Elementary School District *is Seeking a*

Chief Business Officer



The Las Lomitas Elementary School District (District), is a K–8 district, located in San Mateo County. In a district that is already embracing technology, new 21st century classrooms enhance the learning and engagement of students. The District is committed to providing an excellent academic experience for all students that prepares them to be competitive in college and career. We strive to provide a 21st Century education for students so that they can experience high levels of academic success and be ready to engage in challenging courses in high school and college leading to many career options.

The mission of the District is "dedicated to providing an exemplary comprehensive and continually improving educational program that meets the cognitive and social-emotional needs of each student and that reflects the changing needs of our highly global and technological society." In partnership with dedicated teachers and staff, an engaged school Board, involved parents, and a community that values and actively supports education, students are guided to become thinking, caring, and contributing citizens in our everchanging global society. The District lives its mission for students every day by providing support, enabling academic rigor and fostering interpersonal relationships.

LAS LOMITAS ELEMENTARY SCHOOL DISTRICT

GOVERNING BOARD

Dana Nunn, President
Jason Morimoto, Clerk
John Earnhardt, Member
Molly Finn, Member
Cynthia Solis Yi, Member

Beth Polito, EdD, Superintendent

An Equal Opportunity Employer

QUALIFICATIONS

The successful candidate will have:

- Master's degree in a business-related field is preferred
- Five years of increasingly responsible accounting experience involving the review, analysis, maintenance, and adjustment of various budgets, funds, and accounts
- Planning, organization, and direction of District-wide Fiscal Services operations and activities
- Knowledge of general methods, practices, and procedures used in the management of facilities

SALARY

The salary range for this position is \$165,537 to \$209,239. In addition to this salary, a benefits package is also offered as well as an annual phone stipend.

APPLICATION PROCEDURE

To be initially considered, an applicant must provide the following to School Services of California Inc. (SSC):

- Letter of interest and résumé
- One-page application form available at www.sscal.com/lea-job-opportunities

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 **4/19/21**
Paper screening completed **4/21/21**
Planned candidate interviews... **4/26/21**
Planned final interviews..... **5/7/21**
Appointment by Board **TBD**

Note: The dates shown above are for planning purposes but can be subject to change. Check SSC's website for current dates.



ABOUT THE DISTRICT

There are approximately 1,116 students in the District, which is comprised of two award-winning schools in Menlo Park and Atherton, California. Thriving in the community surrounded by Stanford University and many of Silicon Valley's world-renowned corporations, entrepreneurs, and scientists, Las Lomitas Elementary (grades K–3) and La Entrada Middle (grades 4–8) consistently rank among the top in the state.

The District has an operating budget of approximately \$31 million and maintains adequate levels of reserves.

THE POSITION

This management position works under the direction of the Superintendent. The Chief Business Officer (CBO) is responsible for the organization and administration of the financial and business affairs of the District, such as district budget, investment and risk management, facility management, payroll, and purchasing and accounts payable. The CBO will also assist the Superintendent with administering the District building program, collective bargaining, personnel management, strategic planning, compliance monitoring, and representing the District locally and regionally.

DUTIES AND RESPONSIBILITIES

The CBO provides district-wide leadership and direction in the following areas:

- Plan, organize, control, and direct District-wide Fiscal Services operations and activities including accounting, budget, payroll, purchasing, custodial, facility planning, maintenance, transportation, and repair functions; establish and maintain Fiscal Services time lines and priorities; ensure optimal allocation of resources; ensure related activities

comply with established standards, requirements, laws, codes, regulations, ordinances, policies, and procedures

- Coordinate and direct financial record keeping, reporting, and related auditing functions to ensure accurate and timely accounting and reporting of District funds and budgets; review financial statements, records, and reports to ensure accuracy, completeness, proper coding, and compliance with Generally Accepted Accounting Principles; direct activities to ensure proper and timely identification and resolution of fiscal issues, errors, and discrepancies

- Supervise and evaluate the performance of assigned personnel; interview and select employees and recommend transfers, reassignment, termination, and disciplinary actions; coordinate subordinate work assignments and review work to ensure compliance with established standards, requirements, and procedures; ensure employee understanding of established requirements

- Provide technical assistance and expertise to District administrators, Board members, and personnel concerning fiscal and budgetary functions; respond to inquiries and provide detailed and technical information concerning related accounts, funds, budgets, income, expenditures, records, reports, standards, requirements, projections, principles, laws, codes, regulations, policies, and procedures

- Plan, organize, control and direct District accounts payable, accounts receivable, and payroll functions; direct and ensure accuracy of related transactions including income, expenditures, and fund transfers; ensure proper and timely payment of financial obligations and District employees; direct the preparation, review, and processing of purchase orders, reimbursements, and invoices;

ensure proper billing for fees and collection and processing of revenue to ensure fiscal solvency

- Direct financial and strategic planning to ensure fiscal integrity and accountability for the District and meet the needs of students; develop and recommend fiscal measures to enhance resources and assist the District in meeting established educational goals and objectives; participate in planning construction projects, developing facilities, and designing building specifications

- Coordinate and oversee activities related to external audits of District programs and offices; assist and provide fiscal information to outside auditors as needed; respond to audit findings as needed

- Participate on the District negotiating team and assist with related collective bargaining activities for classified and certificated bargaining units; maintain confidentiality of sensitive and privileged information

CONTACT

SSC will conduct the search and recruit qualified candidates. Application materials must be received by SSC no later than **April 19, 2021**.

Please forward application materials and requests for information to:

**Danyel Conolley, John Gray, and
Charlene Quilao**
Search Advisors

**Las Lomitas Elementary
School District**

School Services of California Inc.
1121 L Street, Suite 1060
Sacramento, CA 95814
Phone: (916) 446-7517
Fax: (916) 446-2011
Email: AmandaK@sscal.com



Candidate Number:

(For Office Use Only)

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 résumé.

| | | |
|--|---|--------|
| 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: amandak@sscal.com