**REVISED**

Notice of Importance....

ANNOUNCEMENT OF VACANCY

- - - - LENNOX SCHOOL DISTRICT - - - -
10319 FIRMONA AVENUE/LENNOX, CALIFORNIA

POSITION: Assistant Superintendent of Business

REPORTS TO: Superintendent

EVALUATED BY: Superintendent

WORK YEAR: 12 Months/ 247 days

SALARY RANGE: $191,580 - $203,997

SUMMARY:
The Lennox School District is seeking an experienced and dynamic leader. Under the direction of the Superintendent, the Assistant Superintendent of Business will plan, organize, and administer a comprehensive business services department. They will provide leadership and assume fiscal management responsibility for all business services operations. They will conduct financial analysis including forecasting financial commitments, evaluating contracts, and facilitating auditing. In addition they will prepare financial statements, reports, provide advice and consultation to management on matters related to contract administration with employee groups. They will also develop and administer the annual budget and perform other job related duties as required.

CLASS CHARACTERISTICS:
Attendance at evening meetings and travel to meetings in and out of the district is required, and serves on the Superintendent's Executive Cabinet. Position is exempt from overtime compensation.

DUTIES & RESPONSIBILITIES:
1. Plans, organizes, directs and processes accounting work relating to all funds of the District including new and on-going construction projects and audits.
2. Plans, organizes, and directs the work of the Business Services Department including but not limited to accounting, purchasing, payroll, facilities, technology and risk management.
3. Responsible for policies, legislation, and regulations governing the operation of all business services functions, needs, and issues; assists in the formulation and development of policies, procedures, internal controls, and programs.
4. Prepares agenda items, resolutions, and special reports for the Board of Trustees pertaining to business services of the District.
5. Reviews and monitors the maintenance of physical inventory records.

6. Directs the staffing, assignment, training, evaluation, and discipline of employees within the assigned areas of responsibility.

7. Prepares budget for adoption and develops budget controls.

8. Monitors attendance accounting, recommends adjustments in staffing and prepares all necessary attendance reports for the state.

9. Serves as a member of the District management team and participates in staff development and other management team activities.

10. Is responsible for fiscal oversight of charter schools, preschools, school readiness programs, food services and maintenance and operations.

11. Provides assistance to school principals regarding the development and monitoring of school budgets.

12. Participates in and advises on the financial and operational aspects of labor contract negotiations; analyzes contract proposals for cost impact.

13. Establishes, facilitates, and leads discussions with committee and study groups to achieve team-oriented desired results and group cooperation.

14. Works effectively with the Board of Trustees, staff, parents, public, and public officials on mutual problems, concerns, and projects.

15. Analyzes and adjusts budgets as required to comply with directives of district executives or changes in state and federal legislation and regulations.

16. Prepares written and oral correspondence, comprehensive reports, and multi-year projections regarding the budget annually as required.

17. Directs development of automated budgetary record keeping systems.

18. Approves budget transfers and personnel requisitions.

19. Directs the accounting control of school funds held in the county treasury and collection of funds received by district.

20. Directs the maintenance of student body accounting records; directs the preparation and maintenance of records, financial reports, and claims for reimbursement for regular and specially funded programs.

21. Monitors and conducts cash flow analysis; researches, recommends, and directs the borrowing and investment of funds and maintains control of investments.

22. Ensures availability of funds through issuance of Tax and Revenue Anticipation Notes (TRAN) as needed.

23. Performs special financial or statistical research or analytical studies in the formulation of new policies and planning of new or revised programs.
24. Conducts audits of various school district funds or accounts; assists auditors conducting audits of programs and financial records.

25. Performs related work as required.

ABILITY TO:

26. Apply financial, budgetary and accounting software applications utilized by the state and District.

27. Prepare and present clear and comprehensive oral and written reports appropriate to each audience including concise financial reports.

28. Plan, organize, and direct a complex budget management program.

29. Conduct year-end closing procedures, including GASB requirements, and unaudited actuals.

30. Read, interpret and administer statutes, policies, and regulations related to the legal responsibility of the district, school district accounting, budgeting, and financial transactions.

31. Collect, assimilate, evaluate data, and prepare recommendations based on such information.

32. Chair meetings, lead discussions, and elicit individual and group cooperation.

33. Demonstrate organizational time management and analytical and problem solving skills.

34. Supervise, instruct, and train staff in fiscal procedures of the district in a manner conducive to full performance and high morale.

35. Operate a vehicle observing legal and defensive driving practices.

36. Understand and carry out complex oral and written instructions.

37. Establish and maintain effective working relationships with a diverse workforce and community.

MINIMUM QUALIFICATIONS:

Knowledge of:

38. Modern principles and practices of public and business administration, accounting, budget preparation, and management.

39. Fiscal and financial analysis and research, record keeping principles, procedures, and methods.

40. State and federal laws, regulations, and procedures governing the receipt and expenditure of public funds, school finance, and business operation.

41. Governmental auditing and inventory control procedures.

42. Principles of contract administration, business law, and risk management;

43. Advanced business math and basic statistics.
44. Collective bargaining legal requirements and negotiations procedures.
45. Personal computer systems and software applicable to budgetary, and financial recordkeeping.
46. Appropriate personnel practices and procedures according to collective bargaining agreements, board policy, and state and federal requirements.
47. Budgeting processes and cycles as practiced by California school districts.
48. Restricted and unrestricted funding methods and procedures.
49. Available sources, methods, and techniques for compiling and analyzing factual data.
50. General principles of supervision, training, and personnel administration.

EDUCATION AND EXPERIENCE:
• Bachelor’s degree in business, accounting or closely related field from an accredited college or university
• Four years of progressively responsible experience in accounting with emphasis on budget development, program accounting, payroll, accounts payable, accounts receivable, financial analysis, and financial reporting
• Two years successful experience in providing leadership and supervision to staff
• Experience in fiscal services in a governmental or school district setting is desirable
  -OR-
• Some combination of education training and experience that produces the requisite knowledge and ability
• CBO Certification highly desirable
• Advanced degree highly desirable

WORKING CONDITIONS:
Environment:
• Office environment
• Subject to driving a vehicle to conduct work
• Variable hours including evening meetings
Physical Abilities:
• Dexterity of hands and fingers to operate standard office equipment
• Hearing and speaking to exchange information and to make presentations;
• Sitting or standing for extended periods of time
• Seeing to read, analyze, and review complex financial data

APPLICATION PROCESS:
1. Application (apply on Edjoin.org)
2. Résumé
3. Letter of Introduction
3. Three letters of recommendation (letters must be signed and dated within one (1) year)
4. Proof of completion of Mandated Reporter Training (Personnel Training AB1432) due at time of hiring. (Online training go to: www.mandatedreporterca.com)
**REVISED**

Benefited: Yes  
Union/Non-Union: Non-Union  
Retirement Plan: CalPERS

**CLOSING DATE:** Friday, July 28, 2023, 8:30 a.m.

LENNOX SCHOOL DISTRICT NONDISCRIMINATION STATEMENT

The Lennox School District is committed to ensuring equal, fair, and meaningful access to employment and education services. The Lennox School District does not discriminate in any employment practice, education program, or educational activity on the basis and/or association with a person or group with one or more of these actual or perceived characteristics of age, ancestry, color, disability, ethnicity, gender, gender identity or expression, genetic information, marital status, medical condition, national origin, political affiliation, pregnancy and related conditions, race, religion, retaliation, sex (including sexual harassment), sexual orientation, Vietnam Era Veterans’ status, or any other basis prohibited by California state and federal nondiscrimination laws respectively. Not all bases of discrimination will apply to both education services and employment. The Offices of Instructional Services and Personnel are charged with overseeing, leading, and directing the District’s efforts to meet the legal obligations set forth in state and federal civil rights laws, and regulations in District employment and delivery of education services. Inquiries regarding nondiscrimination and civil rights should be directed to Ms. Becki Blanco, Assistant Superintendent of Instructional Services (310-695-4039), and Ms. Maria A. Castellanos, Assistant Superintendent of Personnel Services (310-695-4076).

Equal Opportunity Employment