

**TRI-COUNTY SPECIAL EDUCATION JOINT AGREEMENT  
JOB DESCRIPTION**

**TITLE: CHIEF SCHOOL BUSINESS OFFICIAL (CSBO)**

**QUALIFICATIONS:**

Bachelor's Degree in Education with emphasis in Mathematics, School Finance and Accounting, or Bachelor's Degree in Accounting, preferably Certified Public Accountant. Master's Degree with Chief School Business Official (CSBO) license required. Type 75 General Administrative certificate a plus.

**EXPERIENCE:**

The Chief School Business Official should have at least two (2) years of experience, with preference given to administrative and /or supervisory experience.

**APPOINTMENT:**

The Board of Education shall employ, after recommendation from the Director, a Chief School Business Official who shall have primary responsibilities in the areas of school finance and accounting, Public Law 81-874 and other business areas such as: budget, federal grants, employee payroll, accounts payable, IMRF, TRS, Worker's Compensation, employment contracts, inventory management, etc.

**TERM OF APPOINTMENT:**

The Board of Education shall employ, after recommendation from the Director, the Chief School Business Official for a period of twelve (12) months which shall include a minimum of two (2) weeks paid vacation, paid holidays, sick time, and personal days as designated by the contractual agreement. Benefit time shall be subject to the approval of the Director.

**DUTIES:**

School business responsibilities such as, but not limited to:

1. Employee payroll, including Federal and State income Tax reporting, Employee Insurance, Teacher's Retirement, IMRF, Social Security and other related record-keeping duties as necessary.
2. District Budget, including projections, preparation and fiscal control, purchase order control, proper coding of bills received, accounts payable, accounts receivable, budget modifications, all fund balances and balancing, etc.
3. Assist in the cost projections for payroll, benefits, and other large ticket items as they impact the organization over three year periods.
4. Board of Education Reports such as receipts and disbursements, general ledger, bills payable, treasurer's report, yearly vendor reports and other financial and business reports as assigned.
5. Required audit responsibilities, including State, Federal and Local.

6. Worker's Compensation and OSHA reporting.
7. Maintenance of employee personnel files, seniority list, employee evaluation ratings, etc.
8. Responsible for various surveys and reports, such as:
  - a. Teacher's Retirement Report
  - b. Schedule of Bills
  - c. Monthly Treasurers' report
  - d. District Assessments
  - e. Business Management Worksheet (Medicaid)
  - f. Inventory control/Management
  - g. Grant Expenditure reports
  - h. School Lunch program
9. Attend all Executive Board, Administrative meetings and other Committee meetings to which he or she is assigned unless excused by the Director.
10. Participate in Egyptian Trust meetings as a representative from Tri-Count Special Education Joint Agreement.
11. Entry of all Tri-County and Member District personnel information submitted electronically to Illinois State Board of Education.
12. Other Duties as assigned by the Director, or the Board of Education through the Director.

**SALARY:**

The Board of Education shall determine the salary of the Chief School Business Official and it shall be commensurate with his/her responsibilities.

**INTEGRATION OF TECHNOLOGY IN BUSINESS:**

1. Demonstrates continual growth in technology knowledge and skills to stay abreast of current and emerging technologies.
2. Become adept at utilizing the current accounting program and make recommendations for future accounting programs.
3. Apply technology to facilitate the streamlined operation of the Business and Accounting functions.
4. Use of technology to enhance the productivity and professional practices in the Business Office; including word processing, database management, spreadsheets, and email, in addition to the accounting program.

***The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.***