

Richmond School
700-585 Richmond Road E
Susanville, CA 96130

Telephone (530) 257-2338
Fax (530) 257-6398

MANAGEMENT POSITION

POSITION: Chief Business Official (Business Manager) **NUMBER OF POSITIONS:** 1

LENGTH OF WORK YEAR: 12 mo. Employee (225 days) **POSITION AVAILABLE:** July 1, 2027

SALARY AND BENFITS:
Salary Range: Appropriate placement on salary schedule dependent upon education and experience.
($63,687 - $71,680) Benefits include Medical, Dental, Vision, and Pharmacy with cap in place.

JOB DUTIES (A full job description available upon request)

- Prepares and maintains the annual budget, interim reports, and unaudited actuals including related state financial reports throughout the fiscal year.
- Processes purchasing, bill warrants, oversees and processes revenues and accounts receivables.
- Coordinates and maintains all health and welfare benefits.
- Works directly with the Superintendent/Principal
- Maintains Human Resources documents from Contracts, Leave Accounting, Timesheets, and Collective Bargaining Agreements.
- Interacts with staff in negotiation sessions.
- Knowledge of California Ed Code, Local Collective Bargaining Agreements, and Labor Law Codes.
- Understand and apply the District's rules, regulations, procedures and policies.
- Performs other related duties as assigned.

MINIMUM QUALIFICATIONS:

- Must possess a high school diploma or work experience/training equivalent.
- Associates Degree or equivalent units is desirable.
- Current First Aid and CPR certification is desirable.

APPLICATION PACKETS MUST INCLUDE THE FOLLOWING:
Complete Ed-Join Online Application through EdJoin.org/application w/Richmond School District Office
Letter of Application/Interest
Resume
Three letters of reference
Documentation related training, college units, or AA degree

***APPLICATIONS WITHOUT REQUIRED DOCUMENTS WILL NOT BE ACCEPTED**

APPLICATION PERIOD: 12/11/2026 by 3:00 p.m.

TO APPLY, CONTACT: Jeanette Goni, Chief Business Official
Richmond Elementary School District
(530) 257-2338
Email: jgoni@richmondelementary.com
Or
Online Application at EdJoin.org

EQUAL OPPORTUNITY EMPLOYER
BACKGROUND INVESTIGATIONS WILL BE CONDUCTED