

Kim Sims

Summary

- Currently serving as interim Fiscal Director for Hope Elementary School District
- Served as Interim CBO for Santa Paula Unified in 2018 and for Hope Elementary in 2020
- Retired in July 2017 after serving as the Chief Business Official at Guadalupe Union School District for 12 years.
- I have over twenty-five years of experience in many aspects of Business Services, including Payroll, Accounts Payable, Budget, Food Services, Facilities, Maintenance, Operations and Transportation, State Pre-School, SELPA
- I have worked at two County Offices, one High School District and one Elementary School District
- Completed the 18 month CBO Education Partnership Training Program, served on a State Level Task Force for OPSC, am involved with CASBO
- Extremely strong work ethic and true believer that we are all team players. I will do whatever it takes to get my job done and keep my District solvent and legal.

Professional Experience

<i>September 2006— 2017</i>	<i>Guadalupe Union School District</i>	<i>Guadalupe, CA</i>
	Chief Business Official	
	<i>Develop, maintain, and present budget, supervise payables, payroll, MOT, purchasing and food services, coordinates all non-educational operations of the district</i>	
<i>January 2004— September 2006</i>	<i>San Luis Obispo County Office</i>	<i>San Luis Obispo, CA</i>
	Director of Internal Services	
	<i>Developed and maintained internal services budget, Charter School, SELPA, Preschool and facilities budgets. Audited Payroll, oversaw position control, accounts payable and accounts receivable.</i>	
<i>February 1994 — December 2003</i>	<i>Santa Maria Joint Union High School District</i>	<i>Santa Maria, CA</i>
	Accountant & Payroll & Benefits-	
	<i>Budget control, negotiations prep, SACS reporting, attendance, cafeteria accounting, categorical reporting, Year End Close, processed payroll for over 400 employees.</i>	

Education & Training

- Brandman University – June 2011 to present – I will complete my BA in Business Administration by May 2015
- Carleton University 1981 – 1984 English Major – 39 Units General Education
- Allan Hancock Community College - 43 Units in Business Admin and Accounting
- CASBO CBO Certification Program January 2007 – June 2008
- FCMAT CBO Mentor program, expect to graduate in March 2013
- Regular participant in School Business workshops offered by School Services of California, CASBO, FCMAT, ACSA and local County Education Offices
- UCSB Advanced Excel and database classes

Committees and Organizations

- OPSC State Task Force on Hardship funding and Procedures 2008-09
- CASBO Annual Conference Reception Committee 2005
- CASBO Professional Development Committee, 2016-2017
- CASBO Awards Committee 2011

References

References available upon request.