

ASSISTANT BUSINESS MANAGER

GENERAL STATEMENT OF DUTIES: Assists in the business management activities of a school district; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision of the Business Manager, an incumbent of this position is responsible for assisting in one or more phases of the financial and operating activities of the school district, such as account keeping, budget preparation, purchasing, personnel, etc. The duties involve considerable leeway for independent judgment and action within established policies. Supervision is exercised over the work of clerical personnel assigned to the business office.

EXAMPLES OF WORK: (Illustrative Only)

Supervises district personnel involved in the preparation of payrolls, accounts payable and purchase procedures;

Reviews and/or prepares statistical and financial reports for Board of Education, Chief School Officer and state agencies;

Assists in the preparation of the district budget and long term fiscal planning;

Assists in the planning and administration of bonding and investment programs;

Acts as Deputy Purchasing Agent for the District, as assigned;

Uses computerized software applications in the performance of the job;

May supervise personnel activities, including liaison with County Department of Human Resources on civil service matters for classified employees.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of the modern principles, practices, procedures, and equipment involved in office management, personnel administration, budgeting, purchasing, and accounting; familiarity with the organization and functions of school districts; ability to plan and supervise the work of others; ability to meet and deal with people effectively; ability to present oral and written reports and recommendations clearly and concisely; ability to effectively use computerized software applications; resourcefulness in handling administrative problems; tact; courtesy; good judgment; thoroughness; dependability; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either: (a) A Bachelor's Degree in accounting, business administration, education or school business management and three years of experience in business administration, including two years in a supervisory capacity in the field of accounting; or (b) a Master's degree in one of the above mentioned fields and one year of experience in business administration which must have included the specialized supervisory experience in the field of accounting; or (c) a satisfactory equivalent combination of the foregoing training and experience.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS:

In accordance with the Safe Schools Against Violence in Education (SAVE) legislation, Chapter 180 of the Laws of 2000, and by the Regulations of the Commissioner of Education, candidates for appointment in school districts must obtain clearance for employment from the State Education Department prior to employment based upon a fingerprint and criminal history background check.