

BUSINESS MANAGER

DISTINGUISHING FEATURES OF THE CLASS: This is an important position involving responsibility for the accurate and efficient management of financial and operating affairs of a school district, including, but not limited to, payroll, accounts payable, financial reporting and control, budget preparation and control and purchasing. Incumbent must possess a high degree of business and administrative ability. The work is performed under the general direction of the Chief School Officer and the Board of Education with considerable latitude for independent judgement within the framework of general financial and operating policies of the district. Supervision is exercised over subordinate personnel in the business office and heads of operating departments. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Supervises and assists in the preparation of financial and statistical reports for the Board of Education, Chief School Officer, and state agencies;

Maintains records of receipts and expenditures and bonded indebtedness; supervises the preparation of purchase orders and payrolls; acts as Purchasing Agent for the district, as assigned;

Acts as Personnel Director for the classified staff;

Maintains liaison with County Department of Human Resources and submits required reports and papers to such office concerning civil service employees;

Prepares school district budget and establishes, develops and monitors the budget control procedures;

Confers with the Chief School Officer with respect to general policies and special problems;

Supervises the maintenance of inventory and insurance registers;

Directs heads of operating departments concerned with buildings and grounds, transportation, and/or cafeteria operation or may supervise such activities;

Attends Board of Education meetings and provides advice to Board on business management matters;

Supervises the staff of the business office;

Performs related fiscal/administrative functions to ensure smooth and effective district financial operations;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the modern principles, procedures, and equipment involved in office management, personnel administration, budgeting, purchasing and accounting; good knowledge of the organization and functions of school districts; administrative ability; 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 read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; ability to use computer applications such as spreadsheets, word processing, e-mail and database software; ingenuity and resourcefulness in handling administrative problems; tact and courtesy; good judgment; thoroughness and dependability; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Bachelor's Degree* in Accounting, Business Administration, Business Management, Finance, or related field and four (4) years of work experience where the primary function of the position was financial operations, two (2) years of which must have been in a supervisory capacity.

SUBSTITUTION: A Master's Degree* in Accounting, Business Administration, Business Management, Finance or related field may be substituted for one (1) year of the general experience. There is no substitution for the two (2) years of specialized supervisory experience.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Department of Education as a post-secondary, degree-granting institution.

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.

School Districts
J. C.: Competitive
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Job Class Code: S004