

ASSISTANT BUSINESS MANAGER

DISTINGUISHING FEATURES OF THE CLASS: This is an important office management position assisting the Business Manager or Assistant Superintendent for Business in discharging the duties of the school district business office. The incumbent of this position is responsible for performing varied budgetary and accounting procedures. Work is performed in accordance with established policies and procedures of the business office with general supervision received from the office administrator or other school administrators. Supervision may be exercised over the work of subordinate clerical staff. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Assists in the preparation of the annual school budget, secures budget estimate data, and conducts budget studies;
Collects and compiles school data and statistics, makes organizational work flow and efficiency studies and makes recommendations for the improvement of procedures and the solution of administrative problems;
Completes state aid and other financial reports;
Coordinates and supervises the maintenance of departmental accounts, personnel records and payroll preparation;
Supervises the requisition, purchase, receipt and inventory of school supplies and equipment and the processing of related records;
Gathers data and makes recommendations regarding trust fund and other investments, and maintains bond register;
Operates computers with office and school-based computer applications in the performance of job duties, as needed;
May represent the school at business meetings, and prepare follow-up reports and recommendations;
May assist the office administrator in analyzing costs and implications of contract negotiations;
Performs a variety of related activities as required.

Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of office terminology, procedures, and methods; thorough knowledge of the principles and practices of office, personnel and fiscal management; good knowledge of the principles and practices of account keeping and budget control; working knowledge of modern office machines; ability to organize, assign, coordinate and review the work of clerical subordinates; ability to understand and carry out complex oral and written directions; ability to present oral and

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written communications clearly and concisely; ability to readily acquire familiarity with departmental organization functions, policies and regulations; good judgment in solving complex clerical and administrative problems; initiative and resourcefulness; tact and courtesy; integrity.

MINIMUM QUALIFICATIONS: Either

- a) Master's degree in accounting, business administration, education or school business management and one (1) year of business administration or accounting experience which involved fiscal responsibilities, or
- b) Bachelor's degree in accounting, business administration, education or school business management and three (3) years of business administration or accounting experience which involved fiscal responsibilities, or
- c) An equivalent combination of training and experience as indicated in (a) and (b) above.

PLEASE NOTE: Education beyond the secondary level must be from an institution accredited or recognized 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.