

SCHOOL 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 payroll, accounts payable, financial reporting and control, budget preparation and control and related activities. Incumbent must possess a high degree of business and administrative ability. Work is performed under general direction of the chief school officer and the Board of Education with considerable latitude for independent judgment within the framework of general financial and operating policies of the district. Supervision is exercised over subordinate personnel in the business office. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Supervises and assists in the preparation of financial and statistical reports for the Board of Education, school administration, and state agencies;

Maintains records of receipts and expenditures and bonded indebtedness;

Supervises the preparation of purchase orders and payrolls, and may act as Purchasing Agent for the district, as assigned;

Prepares school district budget as directed by the Board of Education and establishes, develops and monitors the budget control procedures;

Confers with school administrators with respect to general policies and special problems;

Supervises the maintenance of inventory and insurance registers;

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

Supervises the staff of the business office;

Signs authorized checks for the school district;

Receives and deposits monies from all appropriate sources in duly designated banks;

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

May assist with personnel administration including submittal of required reports and documents to County Personnel Office concerning civil service employees;

May assist with directing heads of operating departments concerned with buildings and grounds, transportation, cafeteria operation, etc.;

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.

SCHOOL BUSINESS MANAGER (cont'd)

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of the modern principles, procedures, and equipment involved in office management, 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 present oral and written reports and recommendations clearly and concisely; ability to establish and maintain effective professional working relationships; ingenuity and resourcefulness in managing complex clerical and administrative problems; good judgment; thoroughness and dependability; tact and courtesy.

MINIMUM QUALIFICATIONS:

- a) Master's degree in accounting, business administration, education or school business management, and two (2) years of business administration or accounting experience which involved supervisory responsibilities; or
- b) Bachelor's degree in accounting, business administration, education or school business management and four (4) years of business administration or accounting experience which involved supervisory responsibilities; or
- c) An equivalent combination of training and experience as described 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.