

SCHOOL BUSINESS MANAGER

DISTINGUISHING FEATURES OF THE CLASS:

This work involves the business management activities of a school district. This position involves responsibility for supervision and performance of assigned functions including, but not limited to, budget, purchasing, accounting and reporting, accounts payable, payroll, position control, and operating affairs. Activities are performed in accordance with school district policies and NYS regulations. Work is performed under the general direction of the Assistant Superintendent for Finance. Supervision may be exercised over business office personnel. Does related work as required.

EXAMPLES OF WORK (Illustrative Only):

Prepares financial and statistical reports for Board of Education, Superintendent of Schools and State authorities as requested;

Oversee district fund accounting to ensure accuracy of record keeping and timeliness of work;

May be responsible for banking and/or oversight of district purchasing card program;

Keeps records of receipts and expenditures and bonded indebtedness, and assist in completing annual disclosure and documents required to issue debt;

May act as purchasing agent for school system;

Conducts correspondence with appropriate state and local authorities to promote financial stability;

Assist with annual budget development, helping to develop formulas to drive student, building, staffing allocations, working directly with principals/directors in the development of their annual budget requests; assist in preparing budget documents and reporting as requested and/or required by the state;

Budget management – review and approve budget transfers and journal entries as needed; monitor spending and encumbrances to assist in projecting fund balance, make sure annual encumbrances are completed (including student tuition, service contracts, BOCES, health insurance, utilities, debt service, etc.) to accurately represent any discretionary funds; Identify areas that have been underbudgeted, etc;

Completes state aid and revenue reconciliation, and prepares annual fund balance projections; Manage position control; responsible for ensuring all positions have been correctly budgeted (grants/general/library/food service/etc.) and expensed, following the established process/form for adding positions; track costs associated with position additions throughout the fiscal year;

Support contract negotiations as requested;

May oversee District insurance programs and serve as risk manager;

Review financial policies, regulations, and processes of the district and recommend any revisions;

Assist in long term financial planning.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Good knowledge of modern business administration procedures and equipment; good knowledge of public personnel practices and budgetary procedures; good knowledge of accounting methods; ability to readily acquire familiarity with the laws, regulations, policies and functions of the school district; ingenuity and resourcefulness in handling administrative problems; ability to plan and supervise the work of others; tact; courtesy; good judgement; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either;

- (A) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Master's degree in Business Administration, Public Administration, Accounting, Business Education, or related field, and two (2) years' experience in business administration including accounting and budgeting, one (1) year of which shall have involved the supervision of others; OR
- (B) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's degree in Business Administration, Public Administration, Accounting, Business Education, or related field, and four (4) years experience in business administration including accounting and budgeting, one (1) year of which shall have involved the supervision of others.