

Position Title: School Business Administrator

Reports to: Assistant Superintendent for Finance

**Requirements:**

- Masters degree in business administration, public administration, finance, accounting or other applicable field preferred
- SBA or SDBL certification
- Knowledge of school finance, fund accounting, risk management, and regulations governing the work of a school business office
- Experience in a school business office
- Supervisory experience

**Distinguishing Features/Responsibilities:**

This is a management confidential, professional business management position responsible for supervision and performance of assigned functions including, but not limited to, budget, purchasing, accounting and reporting in a school district. Activities are performed in accordance with school district policies and NYS regulations. The Assistant School Business Manager supports the Assistant Superintendent for Finance with the following:

- Oversee day to day operations of the business office, support professional growth and development of finance office staff.
- Directly supervise the Purchasing Agent, District Treasurer, Tax Collector and Accounts Payable manager; assist in problem solving; complete their annual evaluation.
- Serve as the district's risk manager providing oversight to workers compensation payments and settlement proposals, make sure the district is receiving required insurance for all contracts including certificates of insurance with endorsement; evaluate annual renewal recommendations for insurance including student accident, workers compensation, general liability, etc.; coordinate periodic RFP processes for insurance and TPA services for best value to the district.
- Supervise all state reporting required and make sure it is completed timely; may be required to complete transparency and/or C4E reporting.
- 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.
- Monitor property tax collection and PILOTS with the tax collector; Prepare tax warrant for BOE approval and complete all required filings with NYSED, NYS OSC, etc.

- 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; maintenance position control table in Wincap with sufficient detail to support various state reporting requirements and ability to snapshot staffing by building/department aligned with specific responsibilities/content areas; make sure these are brought into the proper funding source for the following year; track costs associated with position additions throughout the fiscal year and share the update at least bi-weekly as needed with the Assistant Superintendent for Finance.
- Support contract negotiations as requested.
- Serve as liaison with Benefits and their HR supervisor around employee benefit offerings, compliance with regulations, selection of third party administrators, etc.
- May be required to attend Board of Education Meetings
- Other duties as assigned