

Jurisdictional Class: Competitive
Adopted: May 27, 1969
Revised: April 26, 2010

BUSINESS MANAGER (SCHOOLS)

DISTINGUISHING FEATURES OF THE CLASS: This is an important administrative position involving responsibility for accurate and efficient management of school district financial and operating affairs. The work is performed under general direction of the Board of Education and administrative head of the district with considerable leeway in carrying out the details of the work. Supervision may be exercised over the work of clerical assistants. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Oversees, plans, and coordinates the requisitioning and purchasing activities for a school district;
Maintains district budgetary and purchasing control records;
Processes and approves district purchase orders and payment of bills for supplies, equipment and utilities, and follows-up on undelivered goods;
Keeps records of receipts, expenditures, and bonded indebtedness;
Prepares financial and statistical reports for the Board of Education, District Principal, and State authorities;
Compiles data for and assists in the preparation of the annual district budget;
Oversees and coordinates inventory control, distribution and storage of district supplies, equipment, and books;
Acts as purchasing agent for the district;
Performs related work necessary for the efficient execution of administrative, budgetary and purchasing functions of the district.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:

Thorough knowledge of modern business administration and budgetary practices and procedures of public personnel practices;
Good knowledge of accounting methods;
Ability to readily acquire familiarity with the laws, policies, regulations, practices, functions, and personnel of the school districts;
Ingenuity and resourcefulness in handling administrative problems;
Ability to plan and supervise the work of others;
Ability to present written and oral comments and opinions clearly and concisely;
Sound judgment.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and either:

- (a) Six (6) years of progressively responsible business administration or accounting experience; or
- (b) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree and two (2) years of progressively responsible business administration or accounting experience; or
- (c) An equivalent combination of experience and training as defined by the limits of (a) and (b) above.

Business Manager (Schools)

NOTE: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.