ASSISTANT SCHOOL BUSINESS MANAGER 421-B

DISTINGUISHING FEATURES OF THE CLASS: An incumbent in this position is responsible for assisting and carrying out administrative detail in the operating functions of a school district including oversight over some portions of the business office. These activities may include purchasing, inventory control, budget planning, budget monitoring, accounting, information management and food service. The work is performed under the general supervision of a school administrator with leeway allowed for the exercise of independent judgment in carrying out the details of the work within established policies and procedures. Supervision may be exercised over subordinate business office staff.

TYPICAL WORK ACTIVITIES: *The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.*

Gathers information for the preparation of reports, including state aid and initial and final expenditure reports;

Oversees the preparation of monthly billings and billing reconciliations, including contracted services;

Works with district administrators and acts under the supervision of a School Administrator to plan and prepare tentative coser budgets;

Compiles, prepares and analyzes a variety of complex financial and statistical records and reports;

Manages and reviews grants and other related business office projects as assigned;

Implements procedures for encumbrance, expense accounting, and distribution of revenues into proper fund accounts;

Provides information and assistance to the district treasurer for preparation of the annual financial report;

Reviews and consolidates coser budget requests and revenue sources to prepare and develop the budget document;

Works with administrators to assist with analysis of recommendations for budget cuts; and /or increases;

Monitors organization's profit and loss;

Assists with the establishment of policies and guidelines to implement district procedures for such things as billing or other matters as delegated;

Maintains records pertaining to items purchased, costs, delivery, product information, inventories and student accounts;

Oversees the movement of all new assets acquired by the school district;

Prepares cash receipts;

Conducts research on sources of local, state and federal funding for the purpose of grant development;

Oversees school records and determines retention and disposal of school records pursuant to ED-1 Schedule;

Handles complaints, suggests solutions to problems;

Creates a variety of confidential documents, including letters, reports and memoranda utilizing personal computer software programs;

Makes fund transfers between accounts to cover unanticipated expenditures when authorized;

Prepares a variety of special reports on district operations at the request of supervisor or county, state and federal agencies;

Prepares long and short term financial plans for use by administrators;

Identifies investment instruments and obtains quotations on interest rates;

Manages balance sheets for each fund, including reserve accounts and year end closing entries;

Responsible for monthly bank accounts reconciliation and assists with cash management.

Prepares presentation materials and presents information in a variety of public settings;

May supervise subordinate business office staff.

May review activities of the custodial, maintenance and food service operations to assure compliance;

May conduct interviews and recruit personnel in the classified civil service;

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Comprehensive knowledge of purchasing, budgetary practices and expense/revenue monitoring; through knowledge of accounting methods and principals of budgeting; a thorough knowledge of the techniques used to solve financial problems; good knowledge of account-keeping, budgeting, and appropriation practices; good knowledge of the principles of cost analysis; good knowledge of purchasing and inventory practices; good knowledge of business arithmetic and English; good knowledge of office terminology, procedures and equipment; good knowledge of the principles of cost analysis; working knowledge of office management techniques; basic knowledge of the principles of data management including familiarity with financial and student information management software used by the district; knowledge of the principles of personnel supervision;

ability to present data and reports clearly and concisely in either oral or written form; ability to operate a personal computer and utilize common office software programs;

ability to understand and interpret laws, rules and regulations pertaining to agency operation; ability to identify and anticipate financial problems and needs; skill in human and public relations; good judgment; integrity; thoroughness, dependability.

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 Bachelor's Degree or higher in Business Administration, Business Management, organizational Management, Accounting or a related field and at least two (2) years of experience in cost analysis, budget preparation or monitoring, accounting, purchasing or operations management which shall have involved 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 an Associate's Degree in Business Administration, Business Management, Organizational Management, Accounting or a related field and four (4) years of experience as described in (A) above; or

(C) Graduation from high school or possession of a general equivalency diploma and six (6) years of experience as described in (A) above; or

(D) An equivalent combination of training and experience as described in (A), (B), and (C) above.

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NYS Civil Service Commission Approval: N/A

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