

SCHOOL BUSINESS ASSISTANT

421-A

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. 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 procedures. Supervision may be exercised over subordinate clerical 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.*

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

Reviews and processes all requisitions and purchase orders and maintains appropriate records as required;

Records and oversees movement of all new assets acquired by the school district;

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

Prepares cash receipts;

Prepares monthly billings and completes billing conciliations, including contracted services;

Assists in developing and revising specifications for supplies and equipment;

Assists in analyzing bids and preparing recommendations for procurement;

Responsible for bid and non-bid purchasing, including specification preparation and monitoring deliveries;

Assists in planning and preparing tentative school budget for submission to the Board of Education;

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

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;

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

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

compliance;

Handles complaints, suggests solutions to problems;

Types a variety of confidential documents, including letters, reports and memoranda utilizing

personal computer software programs;

May supervise subordinate clerical/account clerk staff;

May perform central registration duties, including, but not limited to, student enrollment, residency

verification, record collection and placement coordination;

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARAC-

TERISTICS: Good knowledge of purchasing and budgetary practices; good knowledge of office

terminology, procedures and equipment; good knowledge of business arithmetic and English; good

knowledge of account-keeping, budgeting, and appropriation practices; ability to understand and

interpret laws, rules and regulations pertaining to agency operation; working knowledge of office

management techniques; ability to maintain detailed records; 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 establish successful relations and communications with others; ability to understand and carry out complex written and oral instructions; high degree of accuracy; good judgment; and resourcefulness.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents with a Bachelor's Degree or higher in Business Administration, Business Management, Organizational Management, Accounting or a related field and one (1) year of experience in cost analysis, budget preparation or purchasing; or
- (B) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents with an Associate's Degree in Business Administration, Business Management, Organizational Management, Accounting or a related field and three (3) years of experience as described in (A) above; or
- (C) Graduation from high school or possession of a general equivalency diploma and five (5) years of experience as described in (A) above; or

NOTE: Your degree or credits 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 or credits were awarded by an educational institution outside of 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: <https://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

Y:\CLASPLAN\SCHOOL BUSINESS ASSISTANT.DOC

Originated: 5/21/08

Jurisdictional ClassCompetitive:

Public Hearing:N/A

NYS Civil Service Commission Approval: N/A

Revised in Classplan on 5/30/08

Revised and Replaced in Classplan: 3/8/2023

Revised and Replaced in Classplan: 12/19/2023

Revised and Replaced in Classplan: 5/14/2025 (Edu)