

SCHOOL BUSINESS EXECUTIVE

DISTINGUISHING FEATURES OF THE CLASS: This is a professional business management position responsible for assisting and acting for the chief school officer in the administration of all fiscal and related operations. Coordinates the business management activities of the district in accordance with school district policies under the general direction of the chief school officer with wide leeway permitted for the exercise of independent judgment. Directs the work of the business office and other designated staff through unit heads responsible for specific programs. Supervision is exercised over the work of the business office and other assigned staff. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Accounting: Establishes accounting records and procedures to conform to district policy, state, and federal requirements, and installs procedures for encumbrance, expense accounting, and distribution of revenues into proper fund accounts; Supervises the collection of revenues by establishing procedures for the district tax collector, treasurer, and assigned personnel; Supervises the maintenance of grant accounts in order to make required reports to funding agencies; Makes fund transfers between accounts to cover unanticipated expenditures when authorized; Develops and supervises the maintenance and control of property classification and inventory systems for fixed assets and supplies.

Reporting: Supervises preparation and transmits periodic financial reports to appropriate federal and state authorities; Prepares a variety of special reports on district operations at the request of the Board, Superintendent, state, and federal agencies; Supervises the preparation of the monthly internal financial reports and explains them to the board; Directs studies of financial transactions to prepare cost analysis reports for the board; Advises district Administration with overall financial status, revenue projection, cash flow planning, and yearend fund balance estimates;

Budgeting: Issues budget preparation schedule to all district department heads to meet legal and school board policy requirements; Reviews and consolidates all budget requests and revenue sources to prepare and develop the budget document; Explains tentative budget to school board, community groups and news media to improve their understanding; Upon notification of an actual or potential change in resources or appropriations, evaluates the current or planned activities of the district, and on the basis of this evaluation, recommends to the Board or to the taxpayers those particular budget cuts or supplementary budget amounts which should be considered; Explains financial budget allocations to department heads to inform them of available funds; In a city school district, prepares legal notice for publication of changes in the adopted budget from the proposed budget.

Facilities Operations, Maintenance, and Safety: May direct, through supervisory staff, district facilities operations, maintenance, security, safety activities and a preventive maintenance program; May schedule, review and participate in periodic staff inspections of district facilities to determine needed improvements, replacements, and correction of safety hazards; May maintain communication links with suppliers of plant services and materials to develop current information for decision making on purchasing and product utilization.

Financial Planning: May prepare long and short term financial plans for use by administrators and board members who consider educational needs, population projections, plant development plans, staffing needs, and revenue projections; Develops monthly cash flow statement to aid in determining cash available for investment and/or borrowing needs; Determines sources for current temporary borrowing and employs competitive bidding to obtain best interest rates based on repayment conditions and potential for reinvestment of borrowed funds; Determines best available investment instruments and obtains quotations on interest rates, considering investment amount, time of investment, and prevailing interest rates; Establishes an annual calendar of payments on loans to ensure availability of funds to meet debt service requirements; Develops plans for long-term borrowing by use of capital notes and/or serial bonds, including the preparation of repayment schedules, development of data for bond sale prospectus, and arranging for sale of bonds in cooperation with bond consultants; Provides fiscal, statistical, and business management

information in support of state and federal grant applications for district projects.

Food Service: May coordinate fiscal management and reporting functions of food service programs through the establishment of a system of controls to ensure compliance with federal, state and board requirements; May compile a variety of financial and operational reports on food service programs for federal and state agencies and the school board.

Insurance Management: Develops the district risk management program on the basis of evaluation of exposures, and makes recommendations to the board; Reports in writing on liability, real and personal property, and other covered losses to carrier and to board; May obtain professional advice in the analysis of premium quotations as basis for making placement recommendations; Maintains an insurance register for ready access to policy information; Periodically audits insurance coverage against inventories, appraisals, liabilities, and replacement cost; May establish an insurance program calendar to ensure timely review, renewal, revision, or cancellation.

Personnel (Non-Instructional): Directs the maintenance of personnel records to control employee pay, vacation, sick leave, insurance, and retirement files for use in personnel transactions and resolution of personnel problems; Maintains or delegates and supervises continuous communication with municipal civil service agency for reporting of personnel transactions and to assure conformance with civil service law and rules; Provides financial and other data to a negotiator, negotiating team, fact finder, mediator or arbitrator, before, during or after contract negotiation; May interview applicants for assigned positions in order to recommend appointments in the classified civil service.

Purchasing and Inventory Control: Establishes a calendar of purchasing activities to assure timely ordering and delivery of goods and services; Writes specifications based on requests for supplies, services and equipment, and consults with users to ensure correct vendor delivery of bid and non-bid items; Determines needs for formal bidding, purchases through state contracts, sources exempt from bidding law, and those obtainable by direct purchase; Directs the issuance of purchase orders to vendors; Assures conformance with specifications by establishment of inspection, receipting and reporting procedure for deliveries from vendors; Uses a file of state contracts and other sources exempt from bidding law to obtain supplies and equipment best available through these sources; Places bid advertising in accordance with law and opens and analyzes bids to determine low bidder conformance to specifications and recommends bid award to board; Interviews vendors to discuss product lines, quality levels, and product availability; May establish locations for storage and procedures for distribution control of equipment and supplies.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Thorough knowledge of budgetary procedures and accounting methods; Thorough knowledge of the techniques of monitoring expenditure of funds; Thorough knowledge of the techniques of solving financial problems; Thorough knowledge of debt and investment management; Thorough knowledge of business administration procedures; Thorough knowledge of the principles of personnel supervision; Thorough knowledge of the principles of cost analysis; Good knowledge of purchasing and inventory practices; Ability to plan and coordinate the work of others; Ability to identify and anticipate financial problems and needs; Ability to readily acquire familiarity with laws, regulations and policies; Ability to identify and set priorities; Ability to verbally explain and defend budgets; Ability to interpret financial reports; Skill in organizing and consolidating narrative and tabular information into a clear, logical, fiscal plan; Demonstrated skill in communicating effectively both orally and in writing; Skill in human and public relations; Good judgment; Thoroughness; Dependability.

MINIMUM QUALIFICATIONS: Either:

- A. Master's degree in business administration and four years of business administration experience including accounting and budgeting, two years of which shall have been in a supervisory capacity; OR
- B. Master's degree in accounting, business education or public administration and five years of business administration experience including accounting and budgeting, two years of which shall have been in a supervisory capacity; OR
- C. Bachelor's degree including or supplemented by 24 semester credit hours in accounting, business education, or business administration and seven years of business administration experience including accounting and budgeting, four years of which shall have been in a supervisory capacity; OR
- D. An equivalent combination of training and experience as indicated in (A), (B) and (C).

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.

Adopted 11/25/80

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