

## **SCHOOL BUSINESS MANAGER**

**DISTINGUISHING FEATURES OF THE CLASS:** This is an important administrative position involving responsibility for the management of a school district's business affairs. The activities of this position are similar to those of a School Business Executive I, except that a School Business Executive I, through training and experience, has gained the expertise to handle a greater variety and more complex matters with less supervision. May also work as the School District Treasurer. The work is performed under general supervision. Direct supervision is exercised over subordinate staff. Does related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative Only) Supervises and participates in the maintenance of a variety of financial and other records; Supervises and participates in the preparation of a variety of financial and other reports for internal or external use; Prepares and submits a variety of reports; May develop monthly cash flow statements, best available investments, maintains calendar of payment on loans to ensure availability of funds to meet debt service requirements; Assists in the preparation of the tentative school district budget; Oversees the preparation of payroll, benefits, civil service, and maintenance of personnel files; May act as a purchasing agent for the district or supervises certain aspects of the purchasing process; May assist in the preparation of materials for collective bargaining; May, as assigned, make periodic inspections of certain school operations such as maintenance, food service, etc.; Conducts correspondence in assigned areas of responsibility.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Thorough knowledge of modern business administration procedures and equipment; Thorough knowledge of account-keeping methods; Good knowledge of budgetary procedures; Good knowledge of payroll and personnel administration; Ability to readily acquire familiarity with the laws, policies, regulations, practices, functions and personnel of the school district; Ingenuity and resourcefulness in handling administrative problems; Ability to plan and supervise the work of others; Tact and courtesy; Good judgment; Ability to present written and oral comments and opinions clearly and concisely; Thoroughness and dependability; Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Either:

- A. Bachelor degree, including or supplemented by 24 semester credit hours in accounting, business education, business administration, or related field, and either two years of business administration experience which includes accounting and budgeting duties, or three years' experience in maintaining financial accounts and records OR
- B. Associate degree or 60 credit hours, including or supplemented by 12 semester credit hours in accounting, business education, business administration, or related field, and either four years of business administration experience which includes accounting and budgeting duties, or five years' experience in maintaining financial accounts and records OR
- C. Graduation from high school or possession of a high school equivalency diploma and seven years of business administration experience, which includes accounting and budgeting duties and maintaining financial accounts and records. OR
- D. An equivalent combination of training and experience as defined by the limits of (A), (B) and (C) above.

**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.

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