

Department: School Districts
Classification: Competitive
Grade:

SPEC DISK F4
DOCUMENT 13

BUSINESS MANAGER

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for the business management and account keeping activities of a school district of average size. This is an important position involving considerable independent responsibility for accurate and efficient management of school district financial and operating affairs. It is a full time position, the duties of which are performed under general direction of the Board of Education and the administrative heads of the district. Immediate supervision is exercised over clerical assistants and heads of operating departments. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: *(Illustrative only)*

Prepares financial and statistical reports for the Board of Education, Superintendent of Schools, and State authorities;

Keeps records of receipts and expenditures and bonded indebtedness;

Prepares tentative school budget, payrolls, purchase orders and other business reports;

Makes periodic inspections of maintenance and custodial activities to see that they are performed according to regulations;

May act as Clerk to Board of Education;

Conducts correspondence on matters where general policy has been determined;

Acts as purchasing agent for school system.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of modern business administration procedures and equipment, of public personnel practices, and of budget procedures; good knowledge of accounting methods; 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) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in Accounting, Business Administration, Economics or related field and four years of satisfactory business or accounting experience; or

(b) Graduation from high school or possession of a high school equivalency diploma and six years of satisfactory business or accounting experience; or

(b) An equivalent combination of training and experience as defined by the limits of (a).

REVISED - 09/29/95