

ASSISTANT COORDINATOR OF SPECIAL PROGRAM FINANCES

DISTINGUISHING FEATURES OF THE CLASS: This is an important position involving considerable independent responsibility for the accurate and efficient management of school districts' special education operating and financial affairs. The incumbent is employed by the Board of Cooperative Education Services of Delaware, Chenango, Madison and Otsego Counties providing management assistance to local school districts. The duties are performed under the general supervision of BOCES and the Coordinator of Special Program Finances. Immediate supervision may be exercised over subordinate personnel.

TYPICAL WORK ACTIVITIES: (Illustrative Only) Analysis and preparation of financial and statistical data of Special Education programs for school districts; Advises school districts on Special Education programming and financial impacts including State Aid and grant funding; Prepares analysis cost reports to district on programming and cost effectiveness; Support school districts through internal and State audits; Support and development of systems and providing technical support schools; Interface and consult with school district administration on State and Federal topics, trends, impacts and changes; Functions as liaison with State Education Department and other State and public agencies on behalf of school districts; Assists Coordinator with training, presentations and staff development.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Thorough knowledge of modern business administration procedures and equipment of public personnel practices and of budgetary procedures with the ability to develop and implement policy as it relates to school district special education programming and finance; Thorough knowledge of accounting methods including those particular to NYS public school districts; Good knowledge of state and federal legislation and regulation relevant to school district special education programming and financial matters; Ability to readily acquire familiarity with the laws, policies, regulations, practices, functions and personnel of the school districts; Ingenuity and resourcefulness in handling administrative problems; Ability to read and interpret moderately complex written material; Ability to plan and supervise the work of others; Tact and courtesy; Good judgment; Ability to work efficiently in a modern office environment; Thoroughness and Dependability; Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- A. Graduation from high school or possession of a high school equivalency diploma, preferably supplemented by courses in accounting or business administration; AND
- B. Two years of responsible experience in business administration or accounting for a large institution, organization or school district; AND
- C. Four years of business administration experience or experience in the compilation and maintenance of financial accounts and records including two years in school or special education programming or finance; OR
- D. Graduation from a regionally accredited or New York State registered college or university with a bachelor's degree in accounting, business, special education, school or public administration and two years of business administration experience or experience in the compilation and maintenance of financial accounts in school or special education programming or finance; OR
- E. Graduation from a regionally accredited or New York State registered college or university with a bachelor's degree in any other area than those listed in (D) plus two more years of responsible

experience in business administration or accounting for a large institution, organization, special education programming or finance or school district; OR

F. An equivalent combination of training and experience as outlined above.

NOTE: Graduate training in accounting, business, education, school or public administration may be substituted for the required experience on a year for year basis.

Adopted 7/13/15