

BUSINESS MANAGER (BOCES)

DISTINGUISHING FEATURES OF THE CLASS: This is an important position involving considerable independent responsibility for the accurate and efficient management of school districts' 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 Assistant Superintendent for Management Services. Immediate supervision may be exercised over clerical personnel.

TYPICAL WORK ACTIVITIES: (Illustrative Only) Prepares financial and statistical reports for Boards of Education, superintendents of schools or supervising principals, and state authorities; Keeps records of receipts and expenditures and bonded indebtedness; Interviews prospective employees; Prepares tentative school district budgets, payrolls, purchase orders, and other business reports; Conducts correspondence on matters where general policy has been determined; May act as purchasing agent for school systems.

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; Good knowledge of accounting methods; 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 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 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; OR
- D. Graduation from a regionally accredited or New York State registered college or university with a bachelor's degree in accounting, business, education, school or public administration; 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 experience in responsible business administration or the compilation and maintenance of financial accounts and records; 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.

Revised 4/29/92

Reviewed 3/21/06