

## 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. The work is performed under general supervision. Direct supervision may be exercised over clerical/account keeping personnel. Does related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative Only) Supervises and/or participates in the maintenance of a variety of financial and other records; Supervises and/or participates in the preparation of a variety of financial and other reports for internal or external use; Assists in the preparation of the tentative school district budget; Oversees the preparation of payroll and maintenance of personnel files; May act as a purchasing agent for the district or supervise 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:** Good knowledge of modern business administration procedures and equipment; Good knowledge of account-keeping methods; Working knowledge of budgetary procedures; 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 judgement; 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 a bachelor's degree including or supplemented by 24 semester credit hours in accounting, business education, business administration experience or related field and either one year of business administration experience which includes accounting and budgeting duties or two years experience in maintaining financial accounts and records. OR
- B. Graduation from a regionally accredited or New York State registered college or university with an 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 two years of business administration experience which includes accounting and budgeting duties or four years experience in maintaining financial accounts and records. OR
- C. Graduation from high school or possession of a high school equivalency diploma and either three years of business administration experience which includes accounting and budgeting duties or six years experience in 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.

Adopted 10/20/93

Reviewed 12/10/04; 3/15/10