

BUSINESS MANAGER I

DISTINGUISHING FEATURES OF THE CLASS: This is a professional business management position involving considerable independent responsibility for accurate and efficient management of school district financial and operating affairs. Activities are carried out under the direction of the administrative head of the district and the Board of Education. Supervision is exercised over the work of business office and other assigned staff. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Prepares financial and statistical reports for Board of Education, Superintendent of Schools, and state authorities;
Supervises collection of revenues and expenditures;
Prepares school budget, payrolls, purchase orders, and other business reports;
Prepares special reports of district operations at the request of the Board, Superintendent, state or federal agencies;
May act as Clerk of Board of Education;
May direct district facilities operation, maintenance, security, safety activities and a preventive maintenance program;
Delegates and supervises continuous communication with civil service agency for reporting personnel transactions within civil service law and rules;
Directs the maintenance of personnel records to control employee pay, vacation, sick leave, insurance and retirement files for use in personnel transactions and resolutions of personnel problems.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of business administrations procedures and equipment; good knowledge of accounting methods and budgetary procedures; working knowledge of the principles of personnel supervision; working knowledge of purchasing and inventory practices; ability to readily acquire familiarity with laws, regulation and policies; ability to identify and set priorities; ability to present written and oral comments and opinions clearly and concisely; thoroughness and dependability; physical condition commensurate to do the job.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a regionally accredited New York State registered college or university with a Bachelor's Degree in accounting, business administration or a closely related field; **OR**
- (B) Graduation from a regionally accredited or New York State registered two year college with an Associate's Degree in accounting, business administration or a closely related field and two (2) years of business or accounting experience; **OR**
- (C) Graduation from high school or possession of an equivalency diploma and four (4) years of business or accounting experience; **OR**
- (D) An equivalent combination of training and experience as defined by the limits of (A), (B) and (C) above.