

SCHOOL BUSINESS EXECUTIVE

DISTINGUISHING FEATURES OF THE CLASS: This is a professional business management position responsible for supervising and performing assigned functions including budgeting, purchasing, accounting, reporting, short and long range financial planning. This employee may be assigned to function as the chief fiscal administrative officer for one or more component school districts under a Board of Cooperative Educational Services. Activities are carried out in accordance with BOCES policies and within the standards prescribed by the Education Department and the Board's chief school officer. Supervision is exercised over the work of business office and other assigned staff. Does related work as required.

TYPICAL WORK ACTIVITIES:

- Establishes accounting records and procedures to conform to district policy, State and Federal requirements and installs procedures for encumbrance, expense accounting, and distribution of revenues into proper fund accounts for individual districts;
- Develops and supervises the maintenance and control of property classification and inventory systems for fixed assets and inventory system;
- Supervises preparation and transmits periodic financial reports to appropriate Federal and State authorities;
- Prepares a variety of special reports on district operations at the request of the Board, Superintendent, State and Federal agencies;
- Provides information and staff assistance to the District Treasurer for preparation of the annual financial report for the State Education Department and for public inspection;
- Works with the Superintendent in the development of procedures for all budget requests and revenue sources to prepare and develop the annual budget document;
- Upon direction and assistance from the Superintendent, prepares long and short term financial plans for use in considering educational needs, population projections, plant development plans, cash flow statements, staffing needs and revenue projections;
- Supervises districts' risk management programs evaluating risk exposures and making recommendations on insurance charges to the Superintendent;
- Maintains insurance register within assigned districts and assists the Superintendent in evaluating quotations on insurance coverage;
- Supervises purchasing and inventory control procedures including writing specifications, purchasing supplies, services and equipment;
- May be designated as purchasing agent for assigned districts;
- May be assigned to coordinate the fiscal management and reporting functions of a food service, transportation and/or plant management programs;
- May direct personnel programs including the maintenance of personnel records, collecting data for negotiation teams, fact finders, etc., and deals with appropriate personnel and civil service agencies.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:

Thorough knowledge of accounting methods and budgetary procedures; thorough knowledge of the techniques of monitoring expenditure of funds; thorough knowledge of debt and investment management; good knowledge of business administration procedures; good knowledge of the techniques of solving financial problems; good knowledge of the principles of cost analysis; working knowledge of the principles of personnel supervision; working knowledge of purchasing and inventory practices; ability to plan and coordinate the work of others; ability to identify and anticipate financial problems and needs; ability to readily acquire familiarity with laws, regulations and policies; ability to identify and set priorities; ability to verbally explain and defend budgets; ability to interpret financial reports; skill in organizing and consolidating narrative and tabular information into a clear, logical, fiscal plan; demonstrated skill in communicating effectively both orally and in writing; skill in human and public relations; good judgment; thoroughness; 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, or business administration and three years of business administration experience which must include accounting and budgeting duties, one year of which shall have been in a supervisory capacity; OR

(B) Graduation from a regionally accredited or New York State registered community college with an associate degree in accounting or business administration and five years of business administration experience; OR

(C) Graduation from high school and seven years of experience which must include accounting and budgeting duties, two years of which shall have been in a supervisory capacity; OR

(D) An equivalent combination of training and experience as indicated in (A), (B) and (C) above.

Competitive Class

Adopted 11/01/1983