

ASSISTANT BUSINESS MANAGER

DISTINGUISHING FEATURES OF THE CLASS:

This is administrative and technical work involving responsibility for carrying out the administrative detail in the management of school district financial and operating affairs. The work is performed under direction of an administrator. Supervision may be exercised over subordinate personnel.

TYPICAL WORK ACTIVITIES:

The following is indicative of the level and types of activities performed by incumbents in this title. It is not meant to be all inclusive and does not preclude a supervisor from assigning activities not listed which could reasonably be expected to be performed by an employee in this title.

1. Prepares financial and statistical information for reports for Board of Education Superintendent of Schools and state authorities;
2. Keeps records of receipts and expenditures and bonded indebtedness;
3. Gathers salary and other statistics for tentative school budget, payrolls, purchase orders and other business reports;
4. Conducts correspondence on matters where policy has been determined;
5. May make periodic inspections of food service maintenance and custodial activities to see that they are performed according to regulations;
6. May act as purchasing agent and prepare specifications for purchases and issues purchase orders.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of modern business administration practices, procedures and equipment; good knowledge of modern accounting practices and procedures; working knowledge of budgetary and purchasing practices; ability to acquire familiarity with the laws, policies, regulations, practices and functions of the school district; ingenuity and resourcefulness in handling administrative problems; ability to plan and supervise the work of others; ability to present data and reports clearly and concisely in either oral or written form; tact and courtesy; good judgement; thoroughness and dependability; physical condition commensurate with the demands of the position.

ASSISTANT BUSINESS MANAGER (Cont'd)

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma AND:

- EITHER: (A) Bachelor's degree in Accounting, Business Administration, Public Administration or closely related field and two (2) years of full-time paid work experience in business administration;
- OR: (B) Associates' degree in Accounting, Business Administration, Public Administration or closely related field and four (4) years of full-time paid work experience in business administration;
- OR: (C) Six (6) years of full-time paid work experience in business administration;
- OR: (D) An equivalent combination of training and experience as indicated in (A), (B), and (C) above.

NOTE: A Master's Degree in Accounting, Business Administration or Public Administration may be substituted for one (1) year of required experience.

NOTE: Qualifying work experience under business administration involves the responsibility for the coordination and direction of human, physical and financial resources. This experience involves identifying problems, obtaining and analyzing relevant information for decision making. The decision making should have involved significant consequences and have been in the combination of areas such as organizing priorities, evaluating and acting on financial decisions and/or organizational behavior, etc. Experience limited to a single discipline such as accounting, or record retention would not be qualifying.

NOTE: Your degree or college credit must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education

SPECIAL REQUIREMENT:

Possession of a valid Driver License to operate a motor vehicle in New York State at time of application and to maintain the position.

REVISED: 08/01/75 12/17/91 05/13/2019