

School Business Executive Tompkins County

Department: School-Trumansburg Central

Classification: Competitive

Approved: 6/2024 by HB

By: HB, Deputy Commissioner of Human Resources

MINIMUM QUALIFICATIONS: Either:

A Possession of a Master's degree in Business or Public Administration and two (2) years of fulltime paid (or its part-time paid equivalent) professional business administration experience, which must have included accounting and budgeting duties, at least two years of which shall have been in a supervisory capacity; OR

B Possession of a Bachelor's degree in accounting, business administration or a closely related field with similar course curriculum and five (5) years of full-time paid (or its part-time paid equivalent) professional business administration experience, which must have included accounting and budgeting duties, at least two years of which shall have been in a supervisory capacity; OR

C Possession of an Associate's degree in accounting, business administration or a closely related field with similar course curriculum and seven (7) years of full-time paid (or its part-time paid equivalent) professional business administration experience, which must have included accounting and budgeting duties, at least two years of which shall have been in a supervisory capacity; OR

D Graduation from high school or possession of a high school equivalency diploma and nine (9) years of full-time paid (or its part-time paid equivalent) professional business administration experience, which must have included accounting and budgeting duties, at least two years of which shall have been in a supervisory capacity; OR

E An equivalent combination of training and experience as defined by the limits of (A), (B), (C) and (D) above.

DISTINGUISHING FEATURES OF THE CLASS:

This is a professional business management position responsible for the supervision, performance, management, and coordination of a variety of business functions for the School District. The School Business Executive has primary responsibility for the development and management of the school district budget, direct oversight of the district payroll and account keeping activities, and indirect oversight of the district transportation, food service, information technology and facilities operations. The School Business Executive also provides financial guidance and advisement to the Superintendent of Schools and Board of Education as appropriate. The work is performed in accordance with school district policies under the administrative direction of the Superintendent of Schools with wide leeway permitted for the exercise of independent judgment. Direct supervision is exercised over the administrative support staff of the Business Office and the directors of the transportation, food service, information technology and facilities operations. Indirect supervision is exercised over the work of the subordinate staff of the transportation, food service, information technology and facilities operations. Performs related work as required.

TYPICAL WORK ACTIVITIES:

- Reviews and consolidates all budget requests and revenue sources to prepare and develop the annual district budget;
- Explains tentative budget to School Board, community groups, and news media to improve their understanding;
- Explains financial budget allocations to department heads;
- Evaluates the current and planned activities of the district and recommends to the Board particular budget cuts or supplementary budget amounts which should be considered;
- Supervises preparation of and transmits periodic and special financial reports to appropriate federal and state authorities and as required by the Board or Superintendent.
- 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;

- Supervises the collection of revenues by establishing procedures for the district tax collector, treasurer, and assigned personnel;
- Makes fund transfers between accounts as appropriate to cover expenditures;
- Supervises the maintenance of grant accounts in order to make required reports to funding agencies;
- Develops and supervises the maintenance and control of property classification and inventory systems for fixed assets and supplies.
- Prepares long and short term financial plans for use by administrators and the Board of Education;
- Develops monthly cash flow statement to aid in determining cash available for investment and/or borrowing needs;
- Develops best available investment instruments and obtains quotes on interest rates considering investment amount, time of investment and prevailing interest rates;
- Develops plans for long term borrowings by use of capital notes and/or serial bonds including the preparation of repayment schedules and development of data for bond sale prospectus; arranges for sale of bonds in cooperation with bond consultants;
- Provides fiscal, statistical, and business management information in support of state and federal grant applications for district projects.
- Provides financial and other data for negotiating teams, fact finder, mediator, arbitrator, or representatives of employee organizations;
- Serves on school district negotiating team as assigned;
- Develops district insurance and risk management programs and makes recommendations to the Board;
- Periodically audits insurance coverage against inventories, appraisals, liabilities, and replacement cost;
- Monitors insurance requirements to assure timely review, renewal, revision, or cancellation;
- Oversees district compliance with Freedom of Information Law requests;
- Establishes a calendar of purchasing activities to assure timely ordering and delivery of goods and services;
- Writes specifications based on requests for supplies, services, and equipment;
- Determines needs for formal bidding, purchases through state contracts, sources exempt from bidding law, and those obtainable by direct purchase;
- Plans bid advertising in accordance with law and opens and analyzes bids to determine low bidder conformance to specifications; recommends bid awards to Board of Education.
- Directly supervises staff of Business Office and directors of transportation, food service, information technology and facilities operations;
- Directs, through supervisory staff, district transportation, food service, information technology and facilities operations.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:

- Thorough knowledge of business administration procedures;
- 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 purchasing and inventory practices;
- Good knowledge of the principles of cost analysis;
- Strong supervisory skills;
- Strong interpersonal skills;
- Skill in organizing and consolidating narrative and tabular information into a clear, logical, fiscal plan;
- Ability to communicate effectively both orally and in writing; ability to identify and anticipate financial problems and needs;
- Ability to identify and set priorities;
- Ability to verbally explain and defend budgets; ability to interpret financial reports; good judgment; integrity;
- Thoroughness;
- Physical condition commensurate with the duties of the position.

Originally Created 6/2024