

# **SCHOOL BUSINESS MANAGER I**

## **Tompkins County**

**Classification:** Competitive

**Labor Grade:** 0

**Approved:** 0

**Revised:** 9/2006

**By:** HH, Commissioner of Personnel

### **MINIMUM QUALIFICATIONS:**

- (a) Graduation from a regionally accredited or NYS registered college or university with a Bachelor's Degree including or supplemented by 24 semester hours in accounting, business education, business administration or related field and three years of business administration experience which must include accounting and budgeting duties; OR
- (b) Graduation for a regionally accredited or NYS registered community college with an Associates Degree in accounting or business administration and five years experience as indicated in (a), OR;
- (c) Any combination of training and experience equal to or greater than that indicated in (a) and (b) above.

Tompkins County is Committed to Equity and Inclusion. We encourage those with similar values to apply.

### **DISTINGUISHING FEATURES OF THE CLASS:**

This is a professional business management position responsible for supervision and performance of assigned functions including budgeting, purchasing, accounting and reporting in a school district having a pupil population of less than 2,000. Activities are performed in accordance with school district policies under the direction of a supervisor. Supervision is exercised over the work of business office staff. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Coordination and preparation of the Annual School Budget for all departments of the school including the preparation of budget documents for presentation to the Board and public and an estimation of state aid, taxes and other revenues; Supervision of school accounting and financial applications including related reports to appropriate governmental agencies; Conducts payroll operations and related reporting to appropriate agencies, as well as administration of employee fringe benefits provided contract or Board of Education; Supervision of Business Office Personnel and related operations; Operation of the School Lunch Program; Operation of the School Transportation Program; Operation of the School Maintenance Program; Purchasing of all materials required for district use, both instructional and non-instructional, using proper bidding and purchasing procedures; Acting as Purchasing Agent for the district, authorizing all purchase orders and requisitions; Coordinates capital projects with appropriate officials; Administration of the school's insurance program; Investing of school monies with the scope of the Investment Policy adopted by the Board of Education; Preparing Tax Warrant for Board of Education adoption and supervising collection of school taxes annually; Does long range planning for enrollment and related needs; Interprets policies, laws, and technologies which affect operation of the district; Researches grants available to the school district and ways to maximize aid; Performing duties during annual appointment as Clerk of the Board of Education;

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of current principles and practices of business administration of various school district programs; Thorough knowledge of office terminology and procedures; Thorough knowledge of business arithmetic and English; Good knowledge of

the laws, policies and regulations which related to the school district; Ability to handle routine administrative details independently; Ability to plan, assign and review the work of others; Ability to understand and carry out complex oral and written instructions; Good judgement in solving complex administrative problems; Tact and courtesy; Initiative and resourcefulness; Physical condition commensurate with the demands of the positions;