

ASSISTANT BUSINESS MANAGER

Code No. 5-01-017
Competitive

GENERAL STATEMENT OF DUTIES: Assists the Business Manager in the discharge of the fiscal, financial, and accounting functions of a large school district; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: This is a responsible financial position involving the administration of the school district budget in conformity with School Board directives and record keeping functions required for accountability and control. The employee works under the general supervision of the Business Manager.

TYPICAL WORK ACTIVITIES: (All need not be performed in a given position. Other related activities may be performed although not listed.)

Supervises and oversees support services, such as purchasing, stores, cafeteria, insurance, office administration, and recruitment;

Aids in the preparation of the budget;

Supervises accounting, data processing, and payroll procedures;

Conducts salary reviews of non-teaching employees;

Maintains personnel files and records;

Prepares financial and statistical reports;

Keeps records of receipts and expenditures and bonded indebtedness;

Makes periodic inspections of maintenance and custodial activities;

Conducts correspondence on matters where general policy has been determined;

Aids the Business Manager in the conduct of his/her office.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of business administration; good knowledge of office practices and procedures; good knowledge of personnel and wage administration; good knowledge of budgetary practice and preparation; good knowledge of accounting and of data processing application; ability to apply the laws, policies, and regulations under which a school district operates; ability to plan and supervise the work of others; ability to prepare records and reports; ability to present facts and financial data both orally and in writing; initiative; dependability; integrity; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma, plus;

(A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in the social sciences or business administration field plus five (5)

years experience as an office manager, personnel administrator, or accounting supervisor;
OR,

- (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree plus one (7) years of experience as defined in (A) above, OR;
- (C) Graduation from high school plus nine (9) years of experience as defined by the limits of (A) and (B) above; OR,
- (D) Any equivalent combination of training and experience as defined in (A), (B) and (C) above sufficient to indicate ability to do the work.

SPECIAL REQUIREMENTS: Depending on the position duties, candidates for employment with the Monroe County government will be required to pass a pre-employment drug test.

If you are appointed, you will be required to possess a valid license to operate a vehicle in NYS, or otherwise demonstrate your ability to meet the transportation needs of the position.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS AND BOCES:

Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

ADOPTED: May 7, 1970

REVISED: February 5, 1976