

SCHOOL BUSINESS EXECUTIVE

DISTINGUISHING FEATURES OF THE CLASS:

This is a professional business management position responsible for supervision, performance, management, and coordination of a wide variety of business duties in a school district. Activities are performed in accordance with school district policies under the direction of the chief school officer with leeway permitted for the exercise of independent judgement. The incumbent directs the work of the business office and may supervise other assigned operational programs through unit heads. A School Business Executive 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;
- Supervises the collection of revenues by establishing procedures for the district tax collector, treasurer, and assigned personnel;
- Develops and supervises the maintenance and control of property classification and inventory systems for fixed assets and supplies;
- Supervises preparation and transmits periodic and special financial reports to appropriate federal and state authorities and as required by the Board or Superintendent;
- Prepares studies of financial transactions to provide cost analysis reports for the Board;
- Reviews and consolidates all budget requests and revenue sources to prepare and develop the budget document;
- Explains tentative budget to School Board, community groups, and news media to improve their understanding;
- Evaluates the current or planned activities of the district and recommends to the Board those particular budget cuts or supplementary budget amounts which should be considered by them;
- Directs, through supervisory staff, district facilities operations, maintenance, security, safety activities, and a preventive maintenance program;
- Prepares long and short term financial plans for use by the Board;
- Develops data for bond sale prospectus and arranges for sale of bonds in cooperation with bond consultants;
- Provides fiscal, statistical, and business management information in support of state and federal grand applications for district projects;
- Coordinates the preparation of a variety of financial and operational reports on food service programs for federal and state agencies and the school Board;
- Develops district insurance program 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;
- Directs the maintenance of personnel records for use in personnel transactions and resolution of personnel problems;
- Supervises continuous communication with municipal civil service agency for reporting of personnel transactions and to assure conformance with civil service law and rules;
- Interviews applicants for assigned positions in order to recommend appointments;
- Provides financial and other data for negotiating team, fact finder, mediator, arbitrator, or representatives of employee organizations;

- Establishes purchasing procedures;
- Writes specifications based on requests for supplies, services, and equipment;
- Determines need for formal bidding, purchases through state contracts; sources exempt from bidding law, and those obtainable by direct purchase;
- May administer negotiated contracts with non-instructional employee organizations when authorized by the Board;
- May review and recommend data processing contracts with BOCES or other providers.

FULL PERFORMANCE KNOWLEDGES, SKILLS ABILITIES, AND 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; good knowledge of the techniques of solving financial problems; good knowledge of debt and investment management; good knowledge of the principles of personnel supervision; good knowledge of purchasing and inventory practices; good knowledge of the principles of cost analysis; 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 judgement; thoroughness; dependability; physical condition sufficient to perform the essential function of the position.

MINIMUM QUALIFICATIONS:

- A) Graduation from a regionally accredited or New York State registered college or university with a Master's Degree in accounting, business education, or business administration with at least one year of experience which must include accounting and budgeting duties; OR
- B) 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 experience which must include accounting and budgeting duties; OR
- C) Graduation from a regionally accredited or New York State registered community college with an Associate's Degree in accounting or business administration and five years of experience which must include accounting and budgeting duties; OR
- D) An equivalent combination of training and experience as indicated in (A), (B), or (C).

CATTARAUGUS COUNTY CIVIL SERVICE

Adopted: 9/5/79
Revised: 03/25/2019