

**COUNTY OF ORANGE
MUNICIPAL/SCHOOL
JOB CLASSIFICATION SPECIFICATION**

CLASS TITLE: SCHOOL BUSINESS MANAGER

TITLE #: 1555

DISTINGUISHING FEATURES OF THE CLASS: This work involves the responsibility for the business management activities of a moderately sized school district. This position involves considerable independent responsibility for accurate and efficient management of school district financial and operating affairs. Work is performed under the general direction of the Board of Education and the administrative head of the district. Supervision may be exercised over supportive clerical personnel. Does related work as required.

TYPICAL WORK ACTIVITIES:

Prepares financial and statistical reports for Board of Education, Superintendent of Schools and State authorities;

Keeps records of receipts and expenditures and bonded indebtedness;

Prepares tentative school budget, payrolls, purchase orders and other business reports;

Maintains and updates school insurance coverages and records;

Makes periodic inspections of maintenance and custodial activities to ensure they are performed according to regulations;

May act as Clerk to Board of Education;

Conducts correspondence and distributes information on matters where general policy has been determined;

May act as purchasing agent for school system;

Manages and operates the school district general books of account

Manages school district receipts and disbursements including tuition billing;

Makes deposits and investments;

Conducts correspondence with appropriate state and local authorities to promote financial stability;

Provides employee benefit information and keeps related records;

Acquires an understanding of computer capabilities as they pertain to financial concerns and adapts to changing computer program needs;

Performs other tasks as assigned by the Superintendent or his designated representative.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of modern business administration procedures and equipment; good knowledge of public personnel practices and budgetary procedures; good knowledge of accounting methods; ability to readily acquire familiarity with the laws, regulations, policies and functions of the school district; ingenuity and resourcefulness in handling administrative problems; ability to plan and supervise the work of others; tact; courtesy; good judgement; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Master's degree in Business Administration, Public Administration, Accounting, Business Education, or related field, and two (2) years experience in business administration including accounting and budgeting, one (1) year of which shall have involved the supervision of others; OR
- (B) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's degree in Business Administration, Public Administration, Accounting, Business Education, or related field, and four (4) years experience in business administration including accounting and budgeting, one (1) year of which shall have involved the supervision of others.

JURISDICTIONAL CLASSIFICATION: Competitive

ADOPTED: 6/2/88

REVISED: 10/26/92

REVISED: 1/2/01 MS

REVISED: 8/28/02 ms

REVISED: 7/23/12 AT

REVISED: 3/26/13 AT