



**Cayuga County Department of Human Resources
and Civil Service Commission**

JOB SPECIFICATION

Civil Service Title: **Business Manager**
Jurisdictional Class: Competitive
Civil Division: County Schools, BOCES
Adoption: CSM 11/1/1975
Revised: CSM 9/7/1994

DISTINGUISHING FEATURES OF THE CLASS:

This is an administrative position involving responsibility for directing, coordinating, and overseeing the business management functions of a school district including direction through various department heads. The work is performed under general supervision of the Superintendent of Schools, in accordance with pertinent laws and Board of Education policies, with wide leeway allowed for exercise of independent judgment in carrying out details of the work. Immediate supervision is exercised over the work of the district accounting and business office staff. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Administers financial and business affairs of the district including maintenance of accounting records and related reports;
Supervises business office staff engaged in bookkeeping, payroll, cost analysis, and inventory of school property tasks;
Oversees and administratively directs, through individual department heads, the district custodial and maintenance, school lunch, and transportation programs;
Confers with and advises the Superintendent of Schools and the School Board on a variety of business management and fiscal affairs;
Oversees financial planning for the district including the insurance, income investment, and bond programs;
Serves on district's negotiating team and administers negotiated agreements;
Administers civil service regulations;
Administers negotiated agreements;
Supervises expenditures as authorized by the School Board and in accordance with the district purchasing procedures;
Prepares financial plans and projections for use by district Board and administrators relative to educational needs, population trends, plant development, staffing, and revenue projections;
Prepares and administers the annual district budget;
Prepares a wide variety of records and reports related to the business management and fiscal affairs functions;
Assures accounting records and procedures 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;
Supervises the maintenance of grant accounts in order to make required reports to funding agencies;
Supervises preparation and transmits periodic financial reports to appropriate federal and state authorities;
Prepares a variety of special reports on district operations at the request of the Superintendent, state, and federal agencies;
Supervises the preparation of the monthly internal financial reports;
Issues budget forms and procedures to school district subdivisions for their utilization;
Prepares long and short-term financial plans in consideration of educational needs, population projections, plant development plans, staffing needs, and revenue projections;
Determines best available investment instruments and obtains quotations on interest rates considering investment amount, time of investment, and prevailing interest rates;

TYPICAL WORK ACTIVITIES: (Illustrative Only) continued

Maintains plans for long term borrowing by use of capital notes and/or serial bonds including the preparation of repayment schedules, development of data for bond sale prospectus, and arranging for sale of bonds in cooperation with bond and financial consultants;

Coordinates fiscal management and reporting functions of food service programs through the establishment of a system of controls to assure compliance with federal, state, and board requirements;

Maintains the district risk management program on the basis of evaluation of exposures and makes recommendations to the Superintendent as necessary;

Supervises the maintenance of personnel records to control employee pay, vacation, sick leave, insurance, and retirement files for use in personnel transactions and resolution of personnel problems;

Serves as district's purchasing officer and maintains procedures and standards to assure cost effectiveness and efficiency in all district purchasing;

Directs and coordinates planning and production activities and establishes data processing policies;

Supervises the daily activities of staff in the production of payrolls, accounting data, and administrative records;

Participates in negotiations of employer-employee contracts for the board with the non-instructional employee organization.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:

Thorough knowledge of modern business management, public personnel, and budgetary practices, procedures, and techniques;

Thorough knowledge of operation of computers and their application to fiscal management and inventory control;

Thorough knowledge of modern general and governmental accounting, fiscal and auditing procedures and techniques including appropriation practices and fund monitoring;

Thorough knowledge of debt and investment management;

Thorough knowledge of methods used in maintaining financial accounts and records;

Good knowledge of modern office terminology, practices, and equipment;

Ability to readily acquire familiarity with the laws, rules, policies, regulations, and practices affecting a school district;

Ability to prepare and complete financial reports and statements;

Working knowledge of the principles of personnel supervision;

Working knowledge of purchasing and inventory practices;

Ability to plan, direct, and supervise the work of financial, transportation, maintenance, custodial, and food service programs on a large scale;

Ability to identify and set priorities;

Ability to interpret financial reports;

Ability to organize and consolidate narrative and tabular information into fiscal plans;

Ability to prepare complete written reports;

Ability to solve complex administrative and financial problems;

Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: EITHER:

- (A) 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, business management, or business administration; PLUS three years of business administration experience which must have included accounting and budgeting duties, one year of which must have been in a supervisory capacity; **OR**
- (B) Graduation from a regionally accredited or New York State registered two-year college with an Associate's Degree in accounting, business administration, or business management; PLUS five years of business administration experience which must have included accounting and budgeting duties, one year of which must have been in a supervisory capacity; **OR**
- (C) An equivalent combination of training and experience as outlined by the limits of (A) and (B) above.

NOTE: A Master's Degree in business or public administration, business education, accounting, or related field may be substituted for one year of non-supervisory experience.

One year of supervisory experience is required for this position.