

## SCHOOL BUSINESS EXECUTIVE I

DISTINGUISHING FEATURES OF THE CLASS: In a School District (“the District”) having a population less than 2,000 pupils, the School Business Executive I performs and supervises a variety of activities relating to business affairs. This is a professional business management position responsible for supervision and performance of assigned functions usually including budgeting, purchasing, accounting and reporting. Activities are carried out in accordance with school district policies under the direction of the chief school officer. The work requires the maintenance of close liaison with instructional and non-instructional department heads. Supervision is exercised over the work of business office and other assigned staff. Performs related work as required.

### TYPICAL WORK ACTIVITIES: (Illustrative Only)

#### Budgeting

Reviews and consolidates all budget requests and revenue sources to prepare the budget document;

Explains tentative budget to the Board of Education (“Board”), community groups and news media to improve their understanding;

When notified of actual or potential changes in revenue or appropriation, evaluates the current or planned activities of the District and on the basis of this evaluation, recommends to the Board, the particular budget cuts or supplementary budget amount which should be considered by the Board.

#### Financial Planning

Prepares long and short term financial plans for use by administrators and the Board who consider the educational needs, population projections, plant development plans, staffing needs and revenue projections;

Monitors and develops monthly cash flow statements;

Determines best available investment instruments and obtains quotation on interest rates considering investment amount, time of investment, and prevailing interest rates;

Develops 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 financial advisors.

#### Insurance Management

Develops the District’s risk management program on the basis of evaluation of the exposures and makes recommendations to the Board;

Maintains an insurance register for ready access to policy information;

Periodically audits insurance coverage against inventories, appraisals, liabilities, and replacement costs.

Personnel (Non-Instructional)

Directs 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;

Maintains or delegates and supervises continuous communication with municipal civil service agency for reporting of personnel transactions and to assure conformance with civil service laws and rules.

Union Negotiations and Contract Administration

Provides financial and other data to a negotiator, negotiating team, fact finder, mediator, or arbitrator, before, during or after contract negotiations;

Prepares and delivers to instructional and non-instructional employee organization representatives, any data authorized by the Board for use in contract negotiation and administration;

Negotiates employer-employee contracts for the Board with non-instructional employee organizations and prepares minutes of negotiation meetings for the record and Board information.

Reporting

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 Board, Superintendent, state or federal agencies;

Supervises the preparation of monthly internal financial reports and explains them to the Board;

Provides information and staff assistance to the District Treasurer for preparation of the annual financial report for the State Education Department and for public inspection;

Directs studies of financial transactions to prepare cost analysis reports for the Board.

Food Service

Coordinates fiscal management and reporting functions of food service programs through the establishment of a system of controls to ensure compliance with federal, state and Board requirements.

Facilities, Operations, Maintenance and Safety

Directs through supervisory staff, district facilities operations, maintenance, security, safety activities and preventative maintenance program;

Reviews and participates in periodic staff inspections of District facilities to determine needed improvements, replacements, and correction of safety hazards;

Maintains communication links with suppliers of plant services and materials to develop current information for decision making on purchasing and product utilization.

Transportation

Directs through supervisory staff, the District transportation program;

Reviews and participates in safety program;

Monitors District's participation in federal, state and Board requirements for transportation employees.

Data Processing

Directly supervises the daily activities of the computer operations staff in production of payrolls, accounting data and administrative records;

Reviews and revises computer based programs to improve efficiency in all aspects of District operations;

Reviews and recommends specifications for data processing contracts with banks, Board of Cooperative Educational Services (“BOCES”) or other providers.

FULL PERFORMANCE KNOWLEDGES, SILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of accounting methods and budgetary procedures; thorough knowledge of the techniques of monitoring expenditure of funds; thorough knowledge of debt and investment management; good knowledge of business administration procedures; good knowledge of the technique of solving financial problems; good knowledge of the principles of cost analysis; working knowledge of the principles of personnel supervision; working knowledge of purchasing and inventory practices; 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 effective communication – both orally and in writing; skill in human and public relations; good judgment; thoroughness; dependability; good knowledge of principles, practices and laws pertaining to employer-employee contract development and administration; thorough knowledge of the logic and operation of the plant.

MINIMUM QUALIFICATIONS:

- (A) Graduation from a New York registered or regionally accredited four year college or university with a bachelor’s degree in business administration, public administration, accounting, or a similar field, and three years of business administration experience which must include accounting and budgeting duties, two years of which shall have been in a supervisory capacity; and one year experience in the conduct of feasibility studies and in the development, design installation and evaluation of electronic data processing systems for complex government or private sector applications; or
- (B) Graduation from a New York registered or regionally accredited two year college with an associate’s degree and five years of experience as described in (A) above; or
- (C) An equivalent combination of training and experience as indicated in “A” and “B” above.

CIVIL SERVICE CLASSIFICATION: COMPETITIVE