

**DEPARTMENT:** SCHOOLS  
**CLASSIFICATION:** COMPETITIVE  
**APPROVED:** REVISED OCTOBER 12, 2000

### SCHOOL BUSINESS EXECUTIVE II

**DISTINGUISHING FEATURES OF THE CLASS:** This is a professional business management position responsible for the management and coordination of a wide variety of business affairs. Coordinates business office activities with those of all school departments to achieve and improve economy and efficiency. Activities are performed in accordance with established policies under the direction of the chief school officer with leeway permitted for the exercise of independent judgment. Directs the work of the business office staff and may supervise assigned programs through unit heads. Does related work as required.

#### **TYPICAL WORK ACTIVITIES:**

##### **ACCOUNTING:**

1. Establishes accounting records and procedures to conform to district policy, state and federal requirements and implements procedures for encumbrance, expense accounting, and distribution of revenues into proper fund accounts;
2. Supervises the collection of revenues by establishing procedures for the district tax collector, treasurer, and assigned personnel;
3. Supervises the maintenance of grant accounts in order to make required reports to funding agencies;
4. Transfers funds between accounts to cover unanticipated expenditures when authorized;
5. Develops and supervises the maintenance and control of property classification and inventory systems for fixed assets and supplies;
6. Coordinates annual audit.

##### **REPORTING:**

1. Supervises preparation and transmits periodic financial reports to appropriate federal and state authorities;
2. Prepares a variety of special reports on district operations at the request of the Board, Superintendent, state and federal agencies;
3. Supervises the preparation of the monthly internal financial reports and explains them to the board;
4. 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;
5. Directs studies of financial transactions to prepare cost analysis reports for the board.

##### **BUDGETING:**

1. Issues budget preparation schedule to all district department heads to meet legal and school board policy requirements;
2. Reviews and consolidates all budget requests and revenue sources to prepare and develop the budget document;
3. Explains tentative budget to school board, community groups and news media to improve their understanding;
4. Upon notification of an actual or potential change in resources or appropriations, evaluates the current or planned activities of the district, and on the basis of this evaluation recommends to the Superintendent and/or board where applicable or to the taxpayers those particular budget cuts or supplementary budget amounts which should be considered by them;
5. Explains financial budget allocations to department heads to inform them of available funds;
6. In a city school district, prepares legal notice for publication of changes in the adopted budget from the proposed budget.

##### **FINANCIAL PLANNING:**

1. Prepares long and short term financial plans for use by administrators and the Board who consider educational needs, population projections, plant development plans, staffing needs and revenue projections;
2. Develops monthly cash flow statement to aid in determining cash available for investment and/or borrowing needs;
3. Determines sources for current temporary borrowing and employs competitive bidding to obtain the best interest rates based on repayment conditions and potential for reinvestment of borrowed funds;
4. Determines best available investment instruments and obtains quotations on interest rates considering investment amount, time of investment, and prevailing interest rates;
5. Establishes annual calendar of payments on loans to assure availability of funds to meet debt service requirements;

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## **SCHOOL BUSINESS EXECUTIVE II CONTINUED**

### **FINANCIAL PLANNING CONTINUED:**

6. Develops plans for long term borrowing by use of capital notes and/or serial bonds including the preparation of repayment schedules, development of date for bond sale prospectus, and arranging for sale of bonds in cooperation with bond consultants;
7. Provides fiscal, statistical and business management information in support of state and federal grant applications for district projects.
8. Prepares all reports and documents necessary for capital projects.

### **FOOD SERVICE:**

1. 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;
2. Compiles a variety of financial and operational reports on food service programs for federal and state agencies and the school board;

### **INSURANCE MANAGEMENT:**

1. Develops the district risk management program on the basis of evaluation of exposures and makes recommendations to the Board;
2. Reports, in writing, on liability, real and personal property and other covered losses to carrier and to board;
3. Maintains an insurance register for ready access to policy information;
4. Periodically audits insurance coverage against inventories, appraisals, liabilities, and replacement costs;
5. May establish an insurance program calendar to assure timely review, renewal, revision, or cancellation.

### **PERSONNEL (NON-INSTRUCTIONAL):**

1. May supervise the preparation of job descriptions for all assigned positions for use in recruitment, training, salary determination, and performance evaluation;
2. May direct the maintenance of personnel records to control employee pay, vacation, sick leave, insurance, and retirement files;
3. May maintain or delegate and supervise continuous communication with municipal Civil Service agency for reporting of personnel transactions and to assure conformance with Civil Service Law and Rules;
4. May interview applicants for assigned positions in order to recommend appointments in the classified Civil Service;
5. Provides financial and other data to a negotiator, negotiating team, fact finder, mediator or arbitrator, before during or after contract negotiations;
6. Prepares and delivers to instructional and non-instructional employee organization representatives data authorized by the board for use in contract negotiation and administration.

### **PURCHASING AND INVENTORY CONTROL:**

1. Establishes a calendar of purchasing activities to assure timely ordering and delivery of goods and services;
2. Writes specifications based on requests for supplies, services and equipment, and consultations with users to assure correct vendor delivery of bid and non-bid items;
3. Determines needs for formal bidding, purchases through state contracts, sources exempt from bidding law, and those obtainable by direct purchase;
4. Directs the issuance of purchase orders to vendors;
5. Ensures conformance with specifications by establishment of inspection, receipting and reporting procedure for deliveries from vendors;
6. Uses a file of state contracts and other sources exempt from bidding law to obtain supplies and equipment best available through these sources;
7. Places bid advertising in accordance with law and opens and analyzes bids to determine low bidder conformance to specifications and recommends bid award to board;
8. Interviews vendors to discuss product lines, quality levels, and product availability;
9. May establish locations for storage and procedures for distribution control of equipment and supplies.

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## **SCHOOL BUSINESS EXECUTIVE II CONTINUED**

### **WHERE APPLICABLE ADD:**

#### **UNION NEGOTIATIONS AND CONTRACT ADMINISTRATION:**

1. Negotiates employer-employee contracts for the Board with non-instructional employee organizations;
2. Prepares minutes of negotiation meetings for record and board information;
3. Writes final draft contract for board and employee organization review and approval; supervises final contract duplication and distribution;
4. Administers negotiated contracts with non-instructional employee organizations as authorized representative of the board.

#### **DATA PROCESSING:**

1. Directs and coordinates planning and production activities and establishes data processing policies;
2. Directs and reviews project feasibility studies;
3. Directly supervises the daily activities of the computer operations staff in the production of payrolls, accounting data, pupil records, educational, and administrative records;
4. Reviews and revises computer based programs to improve efficiency in all aspects of district operations;
5. Conducts continuous audit of data processing cost/benefit to determine need for program improvements;
6. Prepares flow charts, block diagrams, and coding for conversion of data to computer language;
7. Directs the establishment of data privacy protection safeguards;
8. Reviews and recommends specifications for data processing contracts with banks, BOCES or other providers;
9. Provides for computer based and physical pre- and post-edit procedures to assure accuracy of input and output data;
10. Consults with experts, providers, and staff in process of selecting hardware and software;
11. Analyzes district activities and potential activities in terms of cost and time involved to determine practicality of the use of data processing equipment and personnel.

#### **FACILITIES, OPERATIONS, MAINTENANCE, AND SAFETY:**

1. May direct, through supervisory staff, district facilities operations, maintenance, security, safety activities and a preventive maintenance program;
2. May schedule, review and participate in periodic staff inspections of district facilities to determine needed improvements, replacements, and correction of safety hazards;
3. May maintain communication links with suppliers of plant services and materials to develop current information for decision making on purchasing and product utilization.

#### **FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Comprehensive knowledge of the techniques of monitoring expenditure of funds; thorough knowledge of business administration procedures; thorough knowledge of accounting methods and budgetary procedures; thorough knowledge of the techniques of solving financial problems; thorough 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 verbally explain and defend narrative and tabular information into a clear, logical, fiscal plan; demonstrated skill in communicating effectively both verbally and in writing; skill in human and public relations; good judgment; thoroughness; dependability; physical condition commensurate with the demands of the position.

### **WHERE APPLICABLE ADD:**

#### **UNION NEGOTIATIONS AND CONTRACT ADMINISTRATION:**

Thorough knowledge of the principles, practices and laws pertaining to employer-employee contract development and administration.

#### **DATA PROCESSING:**

Thorough knowledge of the logic and operations of personal computers, their capabilities and limitations; thought knowledge of the use and application of data processing systems.

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## **SCHOOL BUSINESS EXECUTIVE II CONTINUED**

### **MINIMUM QUALIFICATIONS:**

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 **and** two (2) years of business administration experience including accounting and budgeting. One (1) year of experience shall have been in a supervisory capacity; **or**

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 accounting, business education or public administration **and** three (3) years of business administration experience including accounting and budgeting. One (1) year of experience shall have been in a supervisory capacity; **or**

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 including 24 semester hours in accounting, business education, or business administration **and** five (5) years of business administration experience including accounting and budgeting. One (1) year of experience shall be in a supervisory capacity; **or**

Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's Degree in accounting or business administration **and** seven (7) years of business administration experience including accounting and budgeting. One (1) year of which shall have been in a supervisory capacity;

### **WHERE APPLICABLE ADD:**

#### **UNION NEGOTIATIONS AND CONTRACT ADMINISTRATION:**

...and three (3) years of experience in employer-employee contract negotiation and administration.

#### **DATA PROCESSING:**

...and two (2) years of experience in the conduct of feasibility studies and in the development, design, installation and evaluation of electronic data processing systems for complex government sector applications.

**NOTE:** A letter from the school district should indicate if the additional typical work activities of Union Negotiations and Contract Administration, Data Processing and/or Facilities, Operations, Maintenance and Safety apply.

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