

ASSISTANT DIRECTOR OF BUSINESS OPERATIONS

DISTINGUISHING FEATURES OF THE CLASS: Under supervision of the Assistant Superintendent for Business Affairs, the Assistant Director of Business Operations will have limited management responsibilities in the direct supervision of accounting and business activities and of staff. Supervisory responsibilities include making hiring recommendations; planning, scheduling and assigning work; instructing and training staff in proper work methods; checking and approving work; and conducting performance evaluations.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Assists payroll, accounts payable, accounts receivable, purchasing, cash management, and employee benefits functions;
- Assists review of personnel records to determine names, rates of pay, and occupations of newly hired workers and changes in wage rates and occupations of employees on payroll;
- Supports the preparation of payrolls, including deductions for withholdings and other salary deductions as well as rates of pay and prorated salaries;
- Assists in the preparation and maintenance of the District's budget;
- Assists in preparation of government reports;
- Suggests work procedures, prepares work schedules, and expedites workflow;
- Assigns duties and examines work for exactness, neatness, and conformance to policies and procedures;
- Studies and standardizes procedures to improve efficiency;
- Assists in resolving business office complaints and concerns;
- Prepare worksheets as necessary to assist independent auditors; schedule, communicate and meet with auditors as requested and necessary;
- Assists in preparing the response to the audit and management letter recommendations;
- Assists in Implementing changes recommended resulting from this process;
- Reviews revenues and expenses monthly and supervises financial reports;
- Enters and retrieves information in an automated information system;
- Performs related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Knowledge of governmental accounting and other laws and regulations applicable to school districts in NY State, with an emphasis on knowledge and understanding of fund accounting (i.e., general fund, special aid, food service, and capital funds);
- Knowledge of and ability to perform State-Aid reporting requirements for public school districts in NY State (i.e., attendance, transportation, special education, and food service);

- Good communication and interpersonal skills;
- Understanding and knowledge of modern business procedures, including computerization;
- Proficient with accounting software, Work, Outlook, Excel, and familiar with SAMS software from SED and Aid filing;
- Knowledge of state and federal employment laws related to payroll;
- Familiarity with Teachers' and Civil Service Employment contracts;
- Knowledge of TRS and ERS retirements plans, and 403(b) plans;
- Good knowledge of personal computers and office equipment;
- Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- A. Graduation from a regionally accredited or NYS registered college or one accredited by the NYS Board of Regents to grant degrees with an Bachelor's Degree (or higher) in Accounting, Business Administration or related field and one (1) year of full-time paid supervisory office experience in a public or private business; **OR**
- B. Graduation from a regionally accredited or NYS registered college or one accredited by the NYS Board of Regents to grant degrees with an Associate's Degree Accounting, Business Administration or related field and three (3) years of full-time paid supervisory office experience in a public or private business; **OR**
- C. Graduation from high school or possession of a high school equivalency diploma and five (5) years of full-time paid supervisory office experience in a public or private business; **OR**
- D. An equivalent combination of training and experience as defined by the limits of (A), (B) and (C).

Note: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.