

BUSINESS OFFICE MANAGER
(Albany School District)

DISTINGUISHING FEATURES OF THE CLASS: This is an administrative position involving responsibility for directing and coordinating all business management activities of a large department, including the maintenance of financial accounts, purchasing, payroll, benefits and budget control. The employee in this position exercises independent judgment and initiative in carrying out these duties. This work is performed under the general direction of the department head. Supervision may occasionally be exercised over clerical office staff.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Manages financial accounts and various other clerical records concerned with the business management of the department;
- Instructs clerical staff in the specialized details of work as needed;
- Assists the administration in development of fiscal policies and procedures;
- Acts as liaison between employees and department heads, and payroll personnel for the purpose of managing employee payroll and benefits;
- Oversees the requisitioning and purchasing of all equipment and supplies;
- Oversees the department invoicing process;
- Compiles materials for and assists in the preparation of the annual budget;
- Prepares and reviews weekly payrolls and audits the same;
- Conducts correspondence and prepares a variety of reports in connection with financial and clerical activities;
- Trains clerical staff in financial record keeping and related business management activities;
- Prepares and issues local, state and federal financial and statistical reports;
- Supervises the work of subordinate office employees as needed.
- Performs related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Thorough knowledge of modern business administration procedures and methods;
- Thorough knowledge of purchasing, budgeting procedures and accounting methods;
- Thorough knowledge of department policies, benefits and collective bargaining agreements;
- Ability to acquire familiarity with laws, policies, regulations and practices affecting the agency;
- Ability to prepare clear and concise financial reports;
- Ability to organize and maintain office records and files;
- Ability to complete work independently, in an efficient, thorough and accurate manner;

- Ability to efficiently use a personal computer and have thorough knowledge of common software programs including Microsoft Outlook, Word, Excel and Access;
- Ability to use payroll and financial management software and ability to learn new software applications;
- Ability to work in a discrete, tactful and courteous manner.
- Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- (A) Graduation from an accredited college or university with at least a Bachelor's degree in Business Administration, Accounting or a closely related field AND three (3) years of experience in office coordination that included accounts payable/receivable activities and/or payroll processing duties; **OR**
- (B) Graduation from an accredited college or university with an Associate's degree in Business Administration or Accounting or a closely related field and five (5) years of experience in office coordination that included accounts payable/receivable activities and/or payroll processing duties; **OR**
- (C) Graduation from high school or possession of a high school equivalency diploma and eight (8) years of experience in office coordination that included accounts payable/receivable activities and/or payroll processing duties; **OR**
- (D) An equivalent combination of training and experience as defined by the limits of (A) through (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.