

DIRECTOR OF BUSINESS OPERATIONS

DISTINGUISHING FEATURES OF THE CLASS: Under supervision of the Assistant Superintendent for Business Affairs, the Director of Business Operations will have significant 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)

- Supervises payroll, accounts payable, accounts receivable, purchasing, cash management, and employee benefits functions;
- Reviews or directs 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;
- Oversees the preparation of payrolls, including deductions for withholdings and other salary deductions as well as rates of pay and prorated salaries;
- Develops and manages the preparation and maintenance of the District's budget;
- Supervises the preparation of the annual New York State ST-3 financial report and Forms A & B state aid claims;
- Records or directs recording of new or changed pay rates in payroll register or computer file;
- Directs computation of pay according to District policy and state requirements;
- Directs compilation and preparation of other payroll data such as pension, insurance, and credit union payments. Reviews and approves payroll deductions;
- Interprets company policies and government regulations affecting payroll procedures;
- Directs preparation of government reports;
- Determines 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;
- Respond to audit inquiries from the State Education Department regarding the annual ST-3 financial report and state aid claim;
- Prepare worksheets as necessary to assist independent auditors; schedule, communicate and meet with auditors as requested and necessary;
- Assist in preparing the response to the audit and management letter recommendations;
- Implement changes recommended resulting from this process;

- Monitors revenues and expenses monthly and supervises financial reports;
- Prepares data for labor relation contract negotiations;
- 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:

- 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 three (3) years of full-time paid supervisory office experience in a public or private business; **OR**
- 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 five (5) years of full-time paid supervisory office experience in a public or private business; **OR**
- Graduation from high school or possession of a high school equivalency diploma and seven (7) years of full-time paid supervisory office experience in a public or private business; **OR**
- An equivalent combination of training and experience as defined by the limits of (A), (B) and (C) above