

## ASSISTANT BUSINESS MANAGER

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision of the Business Manager or Assistant Superintendent for Business Operations, an incumbent of this position assists in the business management activities of a school district, and is responsible for assisting in one or more phases of the financial and operating activities of the school district, such as account keeping, budget preparation, purchasing, personnel, etc. The duties involve considerable leeway for independent judgment and action within established policies. Supervision is exercised over the work of clerical personnel assigned to the business office. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Supervises district personnel involved in the preparation of payrolls, accounts payable and purchase procedures;

Reviews and/or prepares statistical and financial reports for Board of Education, Chief School Officer and state agencies;

Assists in the preparation of the district budget and long term fiscal planning;

Assists in the planning and administration of bonding and investment programs;

Acts as Deputy Purchasing Agent for the District, as assigned;

May supervise personnel activities, including liaison with County Department of Human Resources on civil service matters for classified employees.

Uses computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of the modern principles, practices, procedures, and equipment involved in office management, personnel administration, budgeting, purchasing, and accounting; familiarity with the organization and functions of school districts; ability to plan and supervise the work of others; ability to meet and deal with people effectively; ability to present oral and written reports and recommendations clearly and concisely; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; ability to read, write, understand, and communicate in English sufficiently to perform the essential functions of the position; resourcefulness in handling administrative problems; tact; courtesy; good judgment; thoroughness; dependability; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Bachelor's Degree\* in Accounting, Business Administration, Business Management, Finance, or a related field and three (3) years of work experience where the primary function of the position was administering the financial and operating affairs of an organization, such as account keeping, budget preparation, purchasing and personnel administration, one (1) year of which must have been in a supervisory capacity.

SUBSTITUTION: A Master's Degree\* in Accounting, Business Administration, Business Management, Finance or a related field may be substituted for one (1) year of the general experience described above. There is no substitution for the one (1) year of specialized supervisory experience.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.

\*SPECIAL NOTE: Education beyond the secondary level 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.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS:  
In accordance with the Safe Schools Against Violence in Education (SAVE) legislation, Chapter 180 of the Laws of 2000, and by the Regulations of the Commissioner of Education, candidates for appointment in school districts must obtain clearance for employment from the State Education Department prior to employment based upon a fingerprint and criminal history background check.