

GENESEE COUNTY

BUSINESS MANAGER II

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class is responsible for the business management and account-keeping activities of a large school district. Within the framework of general financial and operating policies and rules established by the Board of Education, he has considerable latitude for the exercise of independent judgment. The position calls for a high degree of business and administrative ability. Does related work, as required.

TYPICAL WORK ACTIVITIES:

Is responsible for all financial records and cash;
Plans the school budget;
Confers with the District Principal or Superintendent in charge of the district or Board of Education with respect to general policies and special problems;
Is responsible for the purchasing of all supplies of the district;
Supervises the office staff when necessary to carry on the business of the district;
May have supervision over custodial and cafeteria employees of the district.

The above examples of duties are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND/OR PERSONAL

CHARACTERISTICS: Thorough knowledge of modern business administration procedures and equipment, public personnel practices and budgetary procedures; good knowledge of accounting methods; ability to readily acquire familiarity with the laws, policies, regulations and practices affecting a school district; ingenuity and resourcefulness in handling administrative problems; ability to present written and oral comments and opinions clearly and concisely; ability to plan and supervise the work of others; tact and courtesy; good judgment; thoroughness and dependability.

MINIMUM QUALIFICATIONS:

EITHER:

- A. Possession of a Bachelor's degree in accounting or business administration, and eight years of satisfactory business administration or accounting experience, of which four years must have been in a responsible position in the administration of a large organization employing at least fifty individuals;

OR:

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MINIMUM QUALIFICATIONS, Cont'd:

- B. Possession of a Bachelor's degree in accounting or business administration and six years of satisfactory business administration or accounting experience, of which two years must have been as Business Manager of a large school district maintaining several schools;

OR:

- C. Graduation from high school or possession of an appropriate equivalency diploma recognized by the New York State Department of Education and twelve years of satisfactory business administration or accounting experience, of which four years must have been in a responsible position in the administration of a large institution or in a position of executive responsibility in accounting or business administration in a large organization employing at least fifty individuals.

OR:

- D. A satisfactory equivalent combination of experience and training.

NOTE: Graduate training in Education or Business Administration or Accounting may be substituted for the required experience, one year of such full-time training being the equivalent of one year of experience.

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.

Competitive Class

Pre 1972

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All qualified applicants will be afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability or marital status.