

Jurisdiction Class: Competitive
EEO Category: Administrative Support
Revised: 08/16/2022

ASSISTANT BUSINESS MANAGER

DISTINGUISHING FEATURES OF THE CLASS: This position exists in a school district and involves responsibility for assisting the Business Manager in managing the business and fiscal operation of the district. Duties cover a broad range of functions including, but not limited to budgeting, data processing, purchasing, inventory control, debt and investment management, grants application and financial reporting. The work is performed under the general supervision of the Business Manager with latitude allowed for the exercise of independent judgment in carrying out assigned duties. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Supervises account clerical staff in maintenance of a variety of financial records;
Assists in the preparation of the annual school district budget;
Aids the Business Manager in overseeing the district's financial data preparation including the planning and scheduling for specific program expenditures;
Assists in the district program for the purchase, storage, distribution and inventory control of supplies and equipment;
Assists in administering the district's investment and debt service programs;
Aids in administration of the district insurance program including employee health insurance and workers' compensation;
Meets with department heads and school officials to project fund balances, expenditures and status at various times of the year;
Aides in administration of the plan for the inventory and management of school district property.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of business management, budgetary and fiscal practices, and procedures; good knowledge of debt and investment management; good knowledge of modern office terminology, practices, and equipment; ability to prepare complex financial reports and statements; ability to communicate effectively both orally and in writing; ability to plan, assign and supervise the work of others.

MINIMUM QUALIFICATIONS: Either:

- (A) Possession of Bachelor's Degree, including or supplemented by 18 semester credit hours in accounting, business education or business administration, **AND** two (2) years of business administration experience, which must have included accounting and budgeting activities; **OR**
- (B) Possession of Associate's Degree in accounting or business administration, including or supplemented by 18 semester credit hours in accounting, business education or business administration, **AND** four (4) years of business administration experience, which must have included accounting and budgeting activities.

NOTE: Degree(s) 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 the degree was awarded by an educational institution outside the United States and its territories, the candidate 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>. Candidates will be required to pay the evaluation fee.

Adopted: 10/01/1987
Revised: 06/21/1994, 08/16/2022