

DISTRICT BUSINESS COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: Incumbents in this position assist in the coordination of financial and operating functions of the Central Business Office. The duties are performed under general direction of the BOCES Controller or other designee and immediate supervision is exercised over professional financial and clerical staff. Does related work as required.

TYPICAL WORK ACTIVITIES:

Assists in planning for growth in services due to expansion of existing services and/or the addition of new school districts to the Central Business Office;

Assists in the development and administration of personnel policies, resolution of employee work related issues, hiring procedures and staff evaluation;

Analyzes operations and identifies areas of potential improvement; makes recommendations for review and approval by the Controller or other designee;

Develops and monitors fiscal data, policies and procedures for school districts;

Prepares and compiles data for financial and statistical reports;

Coordinates and facilitates financial service delivery to each district, including liaison activities with district staff members, administration, committees and Boards of Education;

Acts as a resource and advisor to district personnel responsible for non-instructional services;

Serves on committees and attends Board of Education meetings as required;

Carries out the duties of the Controller during their absence.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of modern business administration procedures and equipment;

Thorough knowledge of public personnel practices and budgetary procedures;

Good knowledge of accounting methods and budgetary procedures;

Good knowledge of fiscal matters as they relate to a school business office;

Good knowledge of investment concepts and terminology;

Good knowledge of computerized financial/purchasing systems including spreadsheets;
Ability to handle administrative problems with ingenuity and resourcefulness;
Ability to present written and oral communications clearly and concisely;
Ability to establish and maintain effective working relationships;
Ability to plan and coordinate the work of others;
Ability to readily acquire familiarity with laws, regulations and policies;
Tact and courtesy;
Good judgment;
Thoroughness and dependability.

MINIMUM QUALIFICATIONS:

A) Possession of a Bachelor's degree or higher in accounting or business administration and three (3) years of budgeting, purchasing, or accounting experience, one (1) of which must have been in a supervisory position; OR

B) Possession of an Associate's degree in accounting or business administration and five (5) years of budgeting, purchasing, or accounting experience, one of which must have been in a supervisory position; OR

C) Graduation from high school or possession of an equivalency diploma and seven (7) years of experience in a school district that included one of more of the following: accounting duties, budgeting duties, school district financial and/or human resources application support, one of which must have been in a supervisory position; OR

D) An equivalent combination of training and experience as defined by the limits of A), B), and C) above.

NOTE: Your degree must have been awarded by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of education.