

CENTRAL BUSINESS OFFICE CONTROLLER

DISTINGUISHING FEATURES OF THE CLASS: The incumbent is responsible for directing all work of the BOCES Central Business Office, including the financial and managerial accounting for all participating districts. The Controller participates in all fiscal matters in the districts, including planning, control, reporting analysis, interpretation of data and financial decision-making. Activities are performed in accordance with district policies but under the direction of the Chief Operating Officer with wide leeway permitted for the exercise of independent judgment. Does related duties as required.

TYPICAL WORK ACTIVITIES:

Supervises and directs the Central Business Office staff and is responsible for all personnel matters related to Central Business Office staff;

Establishes accounting records and procedures to conform to component districts' policies, state and federal requirements and installs procedures for encumbrance, expense accounting, and distribution of revenues into proper fund accounts;

Develops, maintains and administers policies and procedures for all Central Business Office and accounting functions;

Establishes accounting records and procedures to conform to the Central Business Office policy, state and federal requirements; installs procedures for encumbrance, expense accounting and distribution of revenues into proper fund accounts;

Allocates Central Business Office budget among component districts using appropriate and approved methodology;

Oversees all financial and budgetary accounting operations, systems and controls, delegating responsibilities as deemed appropriate;

Reviews and oversees the participating districts' cash management and investment systems;

Coordinates, leads and participates in informational and decision making meetings of the CBO Advisory Committee;

Advices districts on such matters as: federal, state and local grant issues, property tax rates, federal and state taxation, internal control, accounting and auditing standards, reporting and other matters as requested;

Advices districts' management of their overall financial status and projects year-end fund balance;

Coordinates and/or attends meetings with districts as requested;
Participates as a member of various BOCES Committees, as
required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of business administration procedures;
Thorough knowledge of accounting methods and budgetary
procedures;
Thorough knowledge of the principles, practices and terminology
of general and governmental accounting;
Thorough knowledge of the techniques of monitoring expenditure
of funds;
Good knowledge of financial administration including budgeting
and reporting;
Good knowledge of office terminology, practices and procedures;
Good knowledge of the techniques of solving financial problems;
Good knowledge of debt and investment management;
Good knowledge of purchasing and inventory practices;
Good knowledge of the principles of cost analysis;
Ability to devise and maintain accounting systems;
Ability to prepare and analyze complex financial and statistical
records, reports and statements;
Ability to prepare and present complex oral and written reports
clearly and concisely;
Ability to communicate effectively both orally and in writing;
Ability to identify and anticipate financial problems and needs;
Ability to identify and set priorities;
Ability to verbally explain and defend budgets;
Ability to interpret financial reports;
Skill in organizing and consolidating narrative and tabular
information into a clear, logical, fiscal plan;
Ability to plan and supervise the work of others;
Ability to operate a computer terminal;
Ability to perform close, detail work involving considerable
visual effort and strain;
Good judgment;
Thoroughness;
Accuracy;
Dependability.

MINIMUM QUALIFICATIONS: Either:

- A) Graduation from a regionally accredited or New York State registered college or university with a Master's Degree in Accounting and three (3) years experience accounting, auditing or closely related field, one year of which must have involved the administration, management or supervision of an accounting subordinate staff;; or
- B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in Accounting and five (5) years of experience in accounting, auditing or closely related field, one year which must have involved the administration, management or supervision of an accounting subordinate staff; or
- C) Licensure as a Certified Public Accountant in New York State; or
- D) An equivalent combination of training and experience as indicated between the limits of A, B and C above.