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NASSAU COUNTY
SCHOOL DISTRICTS
CLASS SPECIFICATION

Title : ASSISTANT BUSINESS MANAGER
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Competitive

GENERAL STATEMENT OF DUTIES

Assists the Business Manager of a school district in administering financial and operating activities; performs related duties as required.

COMPLEXITY OF DUTIES

Under general supervision of the Business Manager or an Assistant Superintendent of Schools for Business, the duties usually involve responsibility for one or more phases of financial or operating activities, such as account-keeping, budgeting, purchasing, personnel, and so forth. However, the incumbent may assist in all the responsibilities of his/her superior. The duties involve considerable leeway for independent judgment and action within established policies. Supervision is exercised over subordinate personnel.

TYPICAL DUTIES

1. Assists in preparation of financial and statistical reports to federal and state authorities, the Board of Education, the Superintendent of Schools, etc.
2. Assists in establishing accounting records and procedures to conform to district policy and state and federal requirements and in installing procedures for encumbrance, expense accounting, and distribution of revenues into proper fund accounts.
3. Assists in reviewing and consolidating budget requests and revenue sources to aid in the preparation of the budget.
4. Keeps records of receipts and expenditures and bonded indebtedness.
5. Assists in periodic inspection of maintenance, custodial and construction activities, as required.
6. Acts as purchasing agent, as required.
7. Assists in preparing long- and short-term financial plans for use by administrators and board who consider educational needs, population projections, plant development plans, staffing needs, investments, and revenue projections, as required.
8. Supervises the maintenance of personnel records, as required.
9. Assists in supervising staff using data processing equipment in the production of payrolls, accounting data, pupil records, and educational and administrative records, as required.
10. Assists in handling inventory and insurance functions, as required.
11. Acts for, and in place of, superior in his/her absence.

FULL PERFORMANCE KNOWLEDGES, SKILLS, AND ABILITIES

1. Knowledge of modern theories, principles and practices of business administration, personnel administration, and budgeting.
2. Knowledge of accounting methods and purchasing.

3. Knowledge of the techniques of monitoring expenditure of funds.
4. Ability to acquire familiarity with the laws, policies, practices, functions and personnel of the district.
5. Ability to handle administrative problems.
6. Ability to plan and supervise the work of others.
7. Ability to interpret financial reports.
8. Ability to present written and oral reports and recommendations clearly and concisely.
9. Ability to understand the use and capabilities of data processing equipment.

MINIMUM QUALIFICATIONS

Training and Experience

Bachelor's degree from a regionally accredited or New York State registered college or university

and

Four years of responsible administrative experience at the office management level which included account-keeping, payroll, and purchasing duties.

NOTE: General administrative experience may be substituted for college education on a year-for-year basis up to a maximum of four years. However, there is no substitute for the four years of experience as outlined above.

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