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**NASSAU COUNTY**  
**SCHOOL DISTRICTS**  
**CLASS SPECIFICATION**

**Title : BUSINESS MANAGER**  
**Code: 080095 FOP**  
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**Competitive**

**GENERAL STATEMENT OF DUTIES**

Has overall responsibility for the business management functions of a school district; performs related duties as required.

**COMPLEXITY OF DUTIES**

Under general direction, an employee in this class is responsible for the efficient operation of all business activities of a school district. Business office activities are coordinated with those of all school departments to achieve and improve economy and efficiency. Within the framework of general financial and operating policies and rules, the incumbent has considerable latitude for the exercise of independent judgment. Immediate supervision is exercised over subordinate clerical and professional employees.

**TYPICAL DUTIES**

1. Prepares financial and statistical reports for federal and state authorities, the Board of Education, the Superintendent of Schools, etc.
2. Establishes accounting records and procedures to conform to district policy, state, and federal requirements, and installs procedures for encumbrance, expense accounting, and distribution of revenues into proper fund accounts.
3. Issues budget preparation schedule to all district department heads, and reviews and consolidates all budget requests and revenue sources to prepare and develop the budget document.
4. Maintains records of receipts and expenditures and bonded indebtedness.
5. Prepares long- and short-term financial plans for use by administrators and board who consider education needs, population projections, plant development plans, staffing needs, investments, and revenue projections.
6. Develops monthly cash flow statement to aid in determining cash available for investment and/or borrowing needs.
7. Supervises the preparation of payrolls.
8. Supervises the maintenance of inventory and insurance registers.
9. Acts as purchase agent and supervises purchasing activities and related functions for the district, as required.
10. Acts as Personnel Director for all non-teaching personnel, as required.
11. Supervises staff using data processing equipment in the production of payrolls, accounting data, pupil records, and educational and administrative records, as required.
12. Conducts correspondence relating to function of the position.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, AND ABILITIES**

1. Thorough knowledge of modern theories, principles, and practices of business administration, personnel administration, and budgeting.

2. Thorough knowledge of budgetary procedures and accounting methods.
3. Thorough knowledge of the techniques of monitoring expenditure of funds.
4. Knowledge of debit and investment management.
5. Knowledge of purchasing and inventory practices.
6. Knowledge of the use and application of electronic data processing systems.
7. Ability to handle administrative problems.
8. Ability to interpret financial reports.
9. Ability to plan and supervise the work of others.
10. Ability to present written and oral reports and recommendations clearly and concisely.

### **MINIMUM QUALIFICATIONS**

#### **Training and Experience**

Bachelor's degree from a regionally accredited or New York State registered college or university including or supplemented by 24 semester hours in accounting, business education, or other business administration subjects  
and

Six years of business experience in an administrative capacity which included accounting and budget work, two years of which shall have been in a supervisory capacity.

**NOTE:** A Master's degree from a regionally accredited or New York State registered college or university in Business Administration, Accounting, Business Education, or Public Administration may be substituted for two years of the non-supervisory experience as outlined above.

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