

Jurisdiction: Ithaca City School District

Jurisdictional Class: Competitive

Adopted: 04/06/22

ASSISTANT SCHOOL BUSINESS EXECUTIVE

DISTINGUISHING FEATURES OF THE CLASS: The Assistant School Business Executive supports the overall administration of all business functions of the Ithaca City School District by planning, developing, implementing, and managing account-keeping functions in coordination with the School Business Executive. Primary responsibilities include the development and preparation of the school district budget and direct oversight of all account-keeping activities. The Assistant School Business Executive also provides financial guidance and advisement to the members of the administration and Board of Education as assigned or delegated by the School Business Executive. The work is performed in accordance with school district policies and procedures under general supervision but allows for the frequent exercise of independent judgment. Direct supervision is exercised over the administrative support staff of the Business Office. Indirect supervision is exercised over the work of the clerical staff throughout the Ithaca City School District. Performs related work as required.

TYPICAL WORK ACTIVITIES:

Budgeting and Budget Management

- Collects and inputs all budget requests, expenditures, and revenue sources to prepare and develop the annual district budget;
- Prepares the data to build the tentative budget for School Board, community groups, and internal stakeholders as directed by the School Business Executive;
- Explains financial budget allocations to department heads;
- Evaluates the current and planned activities of the district and recommends to the School Business Executive particular budget cuts or supplementary budget amounts which should be considered;
- Prepares and transmits financial reports to appropriate federal, state, and local authorities and as required by the Board or District Executive Team Members.

Accounting

- 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;
- Supports the collection of revenues by establishing procedures for the district tax collector, treasurer, and assigned personnel;
- Makes fund transfers between accounts as appropriate to cover expenditures;
- Maintains grant accounts in order to make required reports to funding agencies;
- Manages the maintenance and control of property classification and inventory systems for fixed assets and supplies.

Financial Planning

- Prepares long and short term financial plans for use by administrators and the Board of Education;
- Develops monthly cash flow statement to aid in determining cash available for investment and/or borrowing needs;
- Supports the development of best available investment instruments and obtains quotes on interest rates considering investment amount, time of investment, and prevailing interest rates;

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Typical Work Activities - continued

Supports the development of plans for long term borrowings by use of capital notes and/or serial bonds including the preparation of repayment schedules and development of data for bond sale prospectus;
Arranges for sale of bonds in cooperation with bond consultants;
Provides fiscal, statistical, and business management information in support of state and federal grant applications for district projects.

Business Management

Serves as the designated liaison with the Auditor, Treasurer, BOCES Chief Business Officer, and other financial authorities, including State and Federal financial officials;
Manages all financial aspects of capital improvement projects;
Provides financial and other data for negotiating teams, fact finder, mediator, arbitrator, or representatives of employee organizations;
Supports the development of district insurance and risk management programs;
Periodically audits insurance coverage against inventories, appraisals, liabilities, and replacement cost;
Supports the monitoring of insurance requirements to assure timely review, renewal, revision, or cancellation;
Supports district compliance with Freedom of Information Law requests.

Purchasing

Works with the purchasing agent to establish a calendar of purchasing activities to assure timely ordering and delivery of goods and services;
Assists in writing specifications based on requests for supplies, services, and equipment;
Determines needs for formal bidding, purchases through state contracts, sources exempt from bidding law, and those obtainable by direct purchase;
Supports bid advertising in accordance with law and may open and analyze bids to determine low bidder conformance to specifications.

Supervision

Directly supervises staff of Business Office as assigned by the School Business Executive and indirectly supervises district-wide clerical.

FULL PERFORMANCE KNOWLEDGES. SKILLS. ABILITIES. PERSONAL CHARACTERISTICS:

Thorough knowledge of business administration procedures; thorough knowledge of accounting methods and budgetary procedures; thorough knowledge of the techniques of monitoring expenditure of funds; thorough knowledge of debt and investment management; thorough knowledge of purchasing and inventory practices; good knowledge of the principles of cost analysis; strong supervisory skills; strong interpersonal skills; skill in organizing and consolidating narrative and tabular information into a clear, logical, fiscal plan; 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; good judgment; integrity; thoroughness; physical condition commensurate with the duties of the position.

MINIMUM QUALIFICATIONS:

- A. Graduation from a regionally accredited university or one accredited by the New York State Board of Regents to grant degrees with a Master's degree in Business or Public Administration and two (2) years of full-time paid (or its part-time paid equivalent) professional business administration experience, which must have included accounting and budgeting duties, at least two years of which shall have been in a supervisory capacity; or
- B. Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's degree in accounting, business administration or a closely related field with a similar course curriculum and four (4) years of full-time paid (or its part-time paid equivalent) professional business administration experience, which must have included accounting and budgeting duties, at least two years of which shall have been in a supervisory capacity.