

## **BROADALBIN-PERTH CENTRAL SCHOOL**

### **POSITION DESCRIPTION**

**Position Title:** School Business Administrator  
**Reports To:** Superintendent of Schools  
**Prepared By:** Superintendent of Schools  
**Date:** July, 2010

#### **Summary:**

Under the direction of the Superintendent, the School Business Administrator is directly responsible for the supervision of the business staff and the computer systems analyst. Further, the School Business Administrator is expected to work closely with the Superintendent, in an advisory capacity, with matters related to educational program and financial impact upon request.

#### **Essential Duties and Responsibilities:**

##### **Finance and Personnel Management**

- Assists in translating the views of educational staff, community, and administrators into a composite financial plan for the district.
- Is responsible, in coordination with the Superintendent, to develop a long range fiscal plan for the district
- Responsible for the development of yearly and long term revenue plans, including utilizing expertise in the area of state aid, local taxation, federal resources, and other miscellaneous resources.
- Primarily responsible for development of the annual school budget, while serving as a resource to the Superintendent and Board of Education throughout the process.
- Responsible for the development of inventory controls throughout the district.
- Responsible for the direct supervision of business office personnel.
- Coordinates the recruitment and selection process for business office personnel and recommends candidates to the Superintendent.
- Responsible for providing staff training and professional development of business office staff.
- Responsible for the proper accounting of all district funds, providing proper safeguards of public funds, and reporting the district's financial status.
- Responsible for the completion of the annual district audit, submission of state, federal, and local financial reports as required.
- Assists in the collective bargaining process with all bargaining units in the district.
- Responsible for the maintenance of accurate personnel data for all district employees.

- Responsible for the District Record Retention program
- Directly responsible for the financial management of all district capital construction projects and works closely with the Superintendent, and other administrators in the development process of subject projects
- Provides oversight and management of all Medicaid reimbursement processes and procedures

### **Instructional Technology and Computer Systems**

- Responsible for the oversight of the district's technology and computer systems
- Serves as the district Chief Information Officer
- Responsible for the development of long and short term technology and computer systems initiatives
- Responsible for the direct supervision of the Computer Systems Analyst
- Provides on-sight training for all instructional technology tools

### **Other Duties**

- Completes other duties that may be assigned by the Superintendent of Schools

### **Education/Experience/ and State Certification:**

Minimum requirements include receipt of a Masters Degree, with additional study required to ensure eligibility for the NYS School District Administrator (SDA) or School District Leader (SDL) certification. Five years of management experience with strong background in finance is also required.