

DIRECTOR OF BUSINESS OPERATIONS-BOCES

DISTINGUISHING FEATURES OF THE CLASS: The incumbent is responsible for overseeing and directing all work of the BOCES Central Business Office (CBO), including the financial and managerial accounting for all participating districts. The Director of Business Operations 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/Executive Operations Officer with wide leeway permitted for the exercise of independent judgment. Does related duties as required.

TYPICAL WORK ACTIVITIES:

Coordinates, attends, and/or presents at meetings with school district leadership teams as requested;
Serves as a resource and advisor to the CBO teams and school district leadership teams;
Attends and/or present at Board of Education meetings as requested;
Supervises and directs the CBO staff and is responsible for all personnel matters related to CBO staff;
Oversees and offers guidance to the CBO team tasked with establishing accounting records and procedures, ensuring alignment with the policies of component school districts, state and Federal regulations;
Implements protocols for encumbrance, expense accounting, and distribution of revenues into proper fund accounts;
Oversees and offers guidance to the CBO team tasked with developing, maintaining, and administering policies and procedures for all CBO and accounting functions;
Oversees and offers guidance to the CBO staff tasked with providing advisement to school 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;
Oversees and offers guidance to the CBO staff tasked with providing advisement for the school districts management of their overall financial status and year-end fund balance projections;

Oversees and offer guidance to the CBO staff tasked with overseeing all financial and budgetary accounting operations, systems, and controls;
Oversees and offers guidance to the CBO staff tasked with reviewing and overseeing the participating school districts cash management and investment systems;
Supports strategic financial planning for school districts as needed;
Allocates the CBO budget amount to component districts using appropriate and approved methodology;
May assist in training new school district business officials in the region;
Collaboratively develops CBO services and deliverables to support school district needs;
Collaborates with colleagues throughout the BOCES organization;
Cultivates and maintains a healthy organizational culture throughout the CBO.

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 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;
Good knowledge of financial systems and software including spreadsheets;
Ability to prepare, analyze, and interpret financial and statistical documents;
Ability to prepare and present information effectively to stakeholder groups;
Ability to communicate effectively both orally and in writing;
Ability to plan, organize, prioritize, and supervise the work of others;
Ability to exercise good judgment in evaluating situations, establishing priorities, and making decisions;

MINIMUM QUALIFICATIONS:

A) Possession of a Master's Degree in Accounting or business administration and three (3) years' experience in accounting, auditing or closely related field, one year of which must have involved supervisory responsibilities; OR

B) Possession of a Bachelor's Degree in Accounting or business administration and five (5) years' experience in accounting, auditing or closely related field, one year which must have involved supervisory responsibilities; OR

C) Possession of an Associate's Degree in Accounting or business administration and seven (7) years' experience in accounting, auditing or closely related field, three (3) of which must have involved supervisory responsibilities; OR

D) Graduation from high school or possession of an equivalency degree and nine (9) years' experience in accounting, auditing or closely related field, five (5) of which must have involved supervisory responsibilities; OR

E) Licensure as a Certified Public Accountant in New York State and three (3) years' accounting experience, one of which must have involved supervisory responsibilities; OR

F) An equivalent combination of training and experience as indicated between the limits of A), B), C), D), and E) above.

NOTE: Your degree must have been awarded by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of education. If your degree was awarded by an educational institution outside of the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the internet at <http://www/cs/ny/gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.