

## **DISTRICT BUSINESS COORDINATOR**

**DISTINGUISHING FEATURES OF THE CLASS:** Incumbents in this position assist in the coordination of financial and operating functions of the Central Business Office. The duties are performed under general direction of the BOCES Controller and immediate supervision is exercised over professional financial and clerical staff. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Assists in planning for growth in services due to expansion of existing services and/or the addition of new school districts to the Central Business Office;

Assists in the development and administration of personnel policies, resolution of employee work related issues, hiring procedures and staff evaluation;

Analyzes operations and identifies areas of potential improvement; makes recommendations for review and approval by the Controller;

Develops and monitors fiscal data, policies and procedures for school districts;

Prepares and compiles data for financial and statistical reports;

Coordinates and facilitates financial service delivery to each district, including liaison activities with district staff members, administration, committees and Boards of Education;

Acts as a resource and advisor to district personnel responsible for non-instructional services;

Serves on committees and attends Board of Education meetings as required;

Carries out the duties of the Controller during his/her absence.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of modern business administration procedures and equipment;

Thorough knowledge of public personnel practices and budgetary procedures;

Good knowledge of accounting methods and budgetary procedures;

Good knowledge of fiscal matters as they relate to a school business office;

Good knowledge of investment concepts and terminology;

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Good knowledge of computerized financial/purchasing systems including spreadsheets;  
Ability to handle administrative problems with ingenuity and resourcefulness;  
Ability to present written and oral communications clearly and concisely;  
Ability to establish and maintain effective working relationships;  
Ability to plan and coordinate the work of others;  
Ability to readily acquire familiarity with laws, regulations and policies;  
Tact and courtesy;  
Good judgment;  
Thoroughness and dependability;  
Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

A) 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 or higher in accounting or business administration and three (3) years of budgeting, purchasing, or accounting experience, one (1) of which must have been either in a supervisory position or in a position within an education setting.