

## **SCHOOL BUSINESS OFFICIAL/BUSINESS MANAGER - BERLIN CSD**

The position of School Business Official/Business Manager is a vital leadership position in the Berlin Central School District. The School Business Official/Business Manager leads the business office and reports directly to the Superintendent. Responsibilities include overseeing all financial, food service, and transportation operations of the district while translating the educational program of the district into a composite and prudent fiscal plan in the best interest of students. The ideal candidate must be a collaborative leader who possesses integrity and experience in all facets of school finance, outstanding listening and communication skills, and is an individual who values working and interacting alongside all district stakeholders.

### **OPENING:** School Business Official

Start date: On or about March 1, 2024

### **PERFORMANCE RESPONSIBILITIES**

- Allocate resources aligned to the District's mission and strategic goals.
- Budget development, presentations, updates of fund balance projections and prepare monthly reports on financial position.
- Thorough knowledge of modern business administration procedures and equipment, of public personnel practices, and of budgetary procedures.
- Collaborate with the Superintendent and other district administration.
- Ability to plan and supervise the work of others including supervising the Transportation Supervisor, School Lunch Manager and Director of Facilities.
- Ability to readily acquire familiarity with the laws, policies, regulations, practices, functions, and personnel of the school district.
- Exhibit good judgment.
- Good knowledge of accounting methods.
- Exhibit tact, courtesy, thoroughness and dependability.
- Ingenuity and resourcefulness in handling administrative problems.
- ability to present written and oral comments and opinions, financial and otherwise, clearly and concisely
- Coordinate and supervise all audits (e.g., annual, internal, claims, Office of State Comptroller, or other) and prepare necessary responses and corrective action plans to governmental agencies.
- Facilitate the Audit and Finance Committee with the Board of Education Chairperson(s).
- Manage all accounting operations including receivables, payables, payroll, general ledger, and internal control procedures.
- Any other responsibilities as assigned by the Superintendent of Schools.

**Civil Service eligibility will also be considered.**

### **QUALIFICATIONS:**

- Possess or be eligible for NYSED certification(s) School District Administrator (SDA) and/or School District Business Leader (SDBL), or meet requirements for Rensselaer County Civil Service appointment as a School Business Manager.
- NYSED fingerprint clearance.
- Have a minimum of five years of successful business, accounting and/or administrative experience; or meet minimum Civil Service qualifications.
- Hold high and clear expectations for students, staff, and self.
- Possess the ability to interact and communicate effectively with personnel at all levels of the

organization.

- Possess a management style which fosters a team effort.
- Supervisory Experience.

**Salary:** \$110,000 - \$140,000 commensurate on experience

**APPLICATION:** Online application through OLAS

Applications can also be emailed to [mlong@berlincentral.org](mailto:mlong@berlincentral.org)

or mailed to: Dr. Maureen Long,

Interim Superintendent of Schools,

17400 Route 22,

Cherry Plain, NY 12040