

Geneva City School District – has one vacancy  
Salary Range: \$65,000 - \$95,000

### BUSINESS MANAGER I

DISTINGUISHING FEATURES OF THE CLASS: This is an administrative position involving responsibility for accurate and efficient management of school district financial and operating affairs. The work is performed under general direction of the Board of Education and administrative head of the district with considerable leeway in carrying out the details of the work. Supervision may be exercised over the work of clerical assistants. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Oversees, plans, and coordinates the requisitioning and purchasing activities for a school district;  
Maintains district budgetary and purchasing control records;  
Processes and approves district purchase orders and payment of bills for supplies, equipment, and utilities and follows-up on undelivered goods;  
Keeps records of receipts, expenditures, and bonded indebtedness;  
Prepares financial and statistical reports for the Board of Education, District Superintendent and State authorities;  
Compiles data for and assists in the preparation of the annual district budget;  
Oversees and coordinates inventory control, distribution and storage of district supplies, equipment, and books;  
Acts as purchasing agent for the district;  
Performs related work necessary for the efficient execution of administrative, budgetary, and purchasing functions of the district.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:  
Thorough knowledge of modern business administration and budgetary practices and procedures of public personnel practices; good knowledge of accounting methods; ability to readily acquire familiarity with the laws, policies, regulations, practices, functions, and personnel of the school districts; ingenuity and resourcefulness in handling administrative problems; ability to plan and supervise the work of others; tact and courtesy; sound judgment; ability to present written and oral comments and opinions clearly and concisely; thoroughness and dependability; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: EITHER:

1. Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree, or higher, AND two (2) years of full-time paid experience, or its part-time equivalent, in business administration or accounting management; OR
2. Graduation from high school or possession of a high school equivalency diploma AND six (6) years of experience as described in (1); OR
3. An equivalent combination of experience and training as defined by the limits of (1) and (2) above.

SPECIAL REQUIREMENT FOR APPOINTMENT: Certain assignments made to employees in this class will require reasonable access to transportation to meet field work requirements made in the ordinary course of business in a timely and efficient manner.

APPROVED: AUGUST 4, 1999  
REVISED: SEPTEMBER 17, 2021  
CIVIL SERVICE CLASSIFICATION: COMPETITIVE