

Wayne-Finger Lakes BOCES
Vacancy
Location: Regional Support Center, Newark
Salary range: \$62,000 - \$72,000

Candidate will be appointed on a Provisional basis pending qualification in a Civil Service examination, when next offered.
Following successful completion of the exam, the candidate may receive a Probationary Permanent appointment.

OFFICE MANAGER

MINIMUM QUALIFICATIONS: EITHER:

1. Possession of a Bachelor's Degree, or higher, in Business Administration, Accounting, Office Management, Office Technology, or related field AND three (3) years of full-time paid experience, or its part-time equivalent, experience in a clerical support position to higher level employee(s); OR
2. Possession of an Associate's Degree in Business Administration, Accounting, Office Management, Office Technology, or related field AND five (5) years of full-time paid, or its part-time equivalent, experience as described in (1) above; OR
3. Possession of a high school diploma or general equivalency diploma AND seven (7) years of full-time paid, or its part-time equivalent, progressively responsible experience in a clerical support role, which must include three (3) years in a supervisory position; OR
4. An equivalent combination of training and experience as defined by (1), (2) and (3) above.

SPECIAL NOTE: EDUCATION: Your degree must have been awarded by a college or university accredited 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 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.

DISTINGUISHING FEATURES OF THE CLASS: The duties of this class involve responsibility for the day-to-day operations of an office in a department or a division. Duties include assuring that the office work flows smoothly, and that the performance of special tasks as assigned by the department or division head are properly completed. Work is performed under the general supervision of an administrator with leeway allowed for the exercise of independent judgment in carrying out details of the work. Supervision is exercised over clerical staff. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Oversees the day-to-day operations assuring that the office work flows smoothly, and the performance of special tasks as assigned by the department or division head are properly completed;

Supervises and participates in the maintenance of departmental records and archives;

Supervises and directs the work of clerical staff;

May oversee the billing (AR/AP) process for business office operations;

Assists clerical staff with unusual or difficult problems related to billing, communication with outside agencies and in the monitoring of student or client movement within programs;

Coordinates agency data processing involving systems analysis and designing and creating forms;

Compiles data for and prepares and analyzes complex financial and statistical records and reports;

Analyzes data and makes organizational workflow and procedural studies;

Establish office practices and procedures relative to workflow and communication needs;

Reviews and checks complex account keeping records and reports for accuracy, completeness and proper extension;

Compiles data for budget development, suggests budget estimates and assists in maintaining budget control;

Maintain records on staff and student/client attendance;

Reviews requisitions for materials and supplies and audits bills prior to payment;

Handles complaints, suggests solutions to problems and prepares correspondence on matters where policies and procedures are defined;

Attends conferences and meetings and may represent the agency to local governments and public gatherings through speaking engagements.

OFFICE MANAGER

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of financial account and record keeping practices; thorough knowledge of office terminology, procedures and equipment; good knowledge of the principles and modern practices of office and personnel management; familiarity with departmental organization functions, policies, laws, regulations and procedures; ability to understand and carry out complex oral and written instructions; ability to operate various hardware and software platforms; to prepare financial statements, correspondence and reports; ability to communication, both orally and in writing, with staff, other agency departments and the public; ability to plan and supervise the work of others; ability to secure the cooperation of others; ability to deal effectively with the public; good judgment in solving complex clerical and routine administrative problems; initiative and resourcefulness; tact and courtesy; integrity; physical condition commensurate with the demands of the position.

APPROVED: MAY 7, 1990

REVISED: AUGUST 15, 2023

CIVIL SERVICE CLASSIFICATION: COMPETITIVE