

Wayne-Finger Lakes BOCES – Vacancy

Salary range: \$80,000-\$101,966/yr.

Candidate will be initially appointed on a provisional basis pending a civil service exam to be held later. To gain permanent status, the candidate must apply for the next exam and be successful according to the Rule of Three.

FINANCIAL SERVICES PROGRAM MANAGER

MINIMUM QUALIFICATIONS: Either:

1. Possession of a Master's Degree, or higher, in Accounting, Finance, Business Administration, Public Administration, Education, or a closely related field AND five (5) years full-time paid work experience, or its part-time equivalent, in accounting, payroll, budgeting or working with other financial computer software; OR
2. Possession of a Bachelor's Degree in Accounting, Finance, Business Administration, Public Administration, Education, or a closely related field AND six (6) years of full-time paid work experience, or its part-time equivalent, in accounting, payroll, budgeting or working with other financial computer software.

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 work involves responsibility for supervising, coordinating and providing training and assisting school district personnel using financial software applications supported by a BOCES Educational Technology Service. The incumbent supervises a unit of personnel involved in installing and maintaining accounting and other financial software applications as well as training and instructing the component school district personnel who use them. This class differs from that of Financial Services Program Coordinator by virtue of the fact that a Financial Services Program Manager exercises supervision over Financial Services Program Coordinators, and support staff and assists Educational Technology management in developing the annual budget and costs for services. The Financial Services Program Manager differs from the Network Services Program Manager by virtue of the fact that incumbents do not perform Local Area Network (LAN) or Wide Area Network (WAN) support services. The Financial Services Program Manager differs from the Administrative Services Program Manager for the fact that incumbents in the Administrative Services Program Manager are required to possess knowledge pertaining to financial record maintenance and do not generally maintain administrative or instructional software applications. The work is performed under the general supervision of Director of Educational Technology Service or another higher-level administrator. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Supervises and trains personnel involved in providing financial record maintenance services to component school districts using software applications to perform accounting, payroll, budgeting and other financial activities; training includes both beginning and advanced level use;
Develops and implements financial software applications plans for component school districts;
Prepares cost projections for financial software upgrades and new installations;
Contacts governmental agencies such as the Internal Revenue Service and the New York State Department of Taxation and Finance regarding financial regulations and questions;
Assists component school district personnel with the implementation of the technology aspects of component school district financial management programs;
Tests and installs administrative and student financial software applications/updates and analyzes and resolves computer hardware and software problems either onsite or by phone;

Continued on Page 2

FINANCIAL SERVICES PROGRAM MANAGER

TYPICAL WORK ACTIVITIES: (Illustrative only) (Continued)

Meets with component school district administrators to discuss, assess and plan for financial software needs;

Formats data for conversion from one financial software application to another;

Performs basic computer hardware and financial software installation, maintenance and network administration such as installing stand alone or Local Area Network computer hardware and software; configuring software, adding and removing end-users, and resolving printer problems;

Meets with component school district technology personnel and administrators to discuss requests for program changes, advise on hardware and software purchases and coordinate technology projects;

Orders and tracks financial software applications purchased for component school districts and maintains detailed written records on training and services provided;

Participates in regional user group meetings for the support and development of services supported by BOCES;

Distributes training documents, manuals, revisions, and memos, newsletter and other information pertaining to financial software use in a component school district;

Documents financial software changes requested by component school districts and forwards it to the appropriate software company;

Researches new and updated software before distributing it to a component school district;

Advises and makes recommendations to component school district personnel regarding financial software purchases;

Maintains an up-to-date knowledge on emerging theories and best practices in technology integration;

Acts as liaison between component school administrators and clerical staff to formulate training and strategies for financial software use in a component school district;

Prepares financial documentation or reports such as W2 and 1099 Forms or Federal and State retirement reporting for a component school district;

Organizes, plans and reports software review committee and end users group activities;

Reports orally and in writing to Director of Educational Technology Service or another higher-level administrator regarding program activities;

Prepares and submits written and statistical reports related to program activities for the Wayne-Finger BOCES and New York State Education Department.

Ensures end of year fiscal reporting for component school districts and configures software for new fiscal year;

Ensures federal and state wage, salary and earnings information is correctly reported;

Maintains an inventory of all computer-related equipment within a component school district or districts.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of financial software applications supported by a BOCES Regional Information Center;

Good knowledge of computer financial software and information technology;

Good knowledge of the laws, rules and financial regulations governing New York State school districts;

Good knowledge of computer hardware and software industry;

Good knowledge of modern management and supervisory principles and practices;

Good knowledge of standard office practices and equipment;

Working knowledge of budget preparation and the BOCES budgetary process;

Ability to develop, design, coordinate and/or deliver technology training;

Ability to utilize various software and computer database programs;

Continued on Page 3

FINANCIAL SERVICES PROGRAM MANAGER

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:
(Continued)

Ability to problem-solve computer user hardware and software problems;
Ability to form and maintain effective working relationships with others;
Ability to understand and empathize with computer user needs and concerns;
Ability to maintain records and prepare written and statistical reports clearly and concisely;
Ability to plan, supervise and schedule the work of others;
Ability to communicate effectively both orally and in writing;
Ability to apply computer technology to a wide variety of school district settings;
Physical condition commensurate with the demands of the position.

APPROVED: JANUARY 6, 2025

CIVIL SERVICE CLASSIFICATION: COMPETITIVE

JURISDICTIONS: WAYNE-FINGER LAKES BOCES

ONTARIO COUNTY DEPARTMENT OF HUMAN RESOURCES