Wayne-Finger Lakes BOCES – Vacancy
Salary range: $85,000-$95,000/yr.

Under the NY HELPS Program, the Civil Service Exam for this title has been waived. For additional information regarding the NY HELPS Program, please visit: https://www.cs.ny.gov/help/faq.cfm

MANAGER OF FINANCIAL OPERATIONS (BOCES)

MINIMUM QUALIFICATIONS: Possession of a Bachelor's Degree, or higher, in Accounting, Business Administration, or other directly related field specifically structured to prepare individuals for work involving accounting AND five (5) years of full-time paid experience, or its part-time equivalent, in maintaining or auditing double-entry accounting records and payroll functions, two years of which must have been in Municipal or Fund activities.

NOTE: Possession of a CPA, MBA or MPA Degree can be substituted for one (1) year of the required five (5) years' experience.

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: This position is responsible for managing, directing, planning, organizing, developing, and overseeing the financial, investment, and payroll systems. This work is performed independently and under the general supervision of school executives. The incumbent is responsible for directing the preparation of the most complex and important financial reports required and for overseeing the investments and employee benefit fiscal function. This position involves using independent judgment within the framework of generally accepted accounting principles and relevant laws and rules. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Oversees and directs the administration of accounting, cash management, investment, real property tax collection, and payroll functions and oversees the employees involved in carrying out these fiscal activities insuring compliance with all state and federal laws;
Plans, organizes, and directs the accounting functions;
Maintains detailed accounting records showing the status of each appropriation (Education Law, Section 2122(1);
Prepares budget status report and submits to the Board in accordance with Section 170.2(p) of Commissioner's Regulations, or more frequently as required by the Board;
Supervises and manages the staff of the Central Business Office, regarding day to day operations and reports to the school executives;
Reviews, recommends and carries out financial policy changes, working closely with the school executives;
Reviews and approves the accounting transactions of all financial software systems;
Implements changes to the financial software system;
Interprets and implements new accounting principles and applications and works closely with the school executives to insure that necessary changes in the financial management system are implemented;
Oversees the payroll cycle responding to questions and problems of the staff performing the payroll-related duties;
Analyzes the payroll system and assures that the payroll system complies with all federal, state and local laws and regulations;
Reviews and recommends changes to the payroll system to more effectively and efficiently produce the payroll;
Authorizes supplemental payments and repayments for overpayments;
Integrates and reconciles accounting operations;

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MANAGER OF FINANCIAL OPERATIONS (BOCES)

TYPICAL WORK ACTIVITIES: (Continued)

Responsible for the financial integrity of the fiscal records of all funds and accounts, including capital projects;
Administers the preparation of and reviews the correctness of the annual financial report to the New York State Comptroller and the New York State Department of Education.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:
Thorough knowledge of modern accounting principles and practices;
Ability to direct, prepare and maintain accounting records and reports;
Resourcefulness in applying accounting procedures and practices to problems encountered in work;
Ability to analyze accounting records and financial statements and to draw logical conclusions;
good accounting judgment;
Thorough knowledge of investment instruments, payroll administration and related laws;
Good knowledge of computers;
Ability to work closely with and direct the work of others;
Ability to work closely with the organization assisting with problems and providing direction for accounting and tax principles and their effect on the financial management system.

REVISED: 6/22/06; 12/9/24; 8/28/25
CIVIL SERVICE CLASSIFICATION: COMPETITIVE
JURISDICTION: WAYNE-FINGER LAKES BOCES
ONTARIO COUNTY DEPARTMENT OF HUMAN RESOURCES