

Plainview-Old Bethpage CSD

BUSINESS ADMINISTRATOR

Title BUSINESS ADMINISTRATOR

Department(s) Central Office

Reports to Assistant Superintendent for Business and Superintendent of Schools

Qualifications:

- State Education Department Certification - SDA (School District Administrator), SBA (School Business Administrator), or SDBL (School District Business Leader)
- Certified Public Accountant
- Minimum of three years administrative experience

Terms of Employment:

- 12 month employee
- Terms and Conditions determined by the Board of Education

Performance Responsibilities:

The Business Administrator for the Plainview-Old Bethpage Central School District is a member of the Superintendent's Cabinet and reports both to the Assistant Superintendent for Business and to the Superintendent of Schools. The role of the Business Administrator is to provide the best educational services to students with the district's financial resources. The fiscal oversight this position provides allows for prudent purchasing and effective resource allocation. The Business Administrator reviews and approves program allocations and budget requests from the principals and directors, and then subsequently makes recommendations to the Superintendent of Schools.

Budgeting and Financial Planning

- Recommends to the Superintendent allocation of Federal and State grants to maximize program effectiveness. Oversees Director of Pupil Personnel grant preparation.
- Directs communication process with the public regarding budget.
- Analyzes current expenditures and program data and makes program recommendations to the District to maximize student achievement, based on analysis of student performance data.
- Ensures fiscal accountability of all budgeted units.
- Provides financial oversight to District Strategic Planning initiative.

Purchasing

- Prioritizes instructional needs and makes recommendations for purchasing to the Superintendent.
- Develops purchasing regulations to support Board of Education policy.
- Directs financial implementation of 5 year technology plan.
- Directs and evaluates all aspects of purchasing accounting software including adoption and implementation.
- Directs all aspects of bid process.

Personnel Management

- Supervises, observes and evaluates all classified Business Office personnel.
- Directs recruiting process for classified positions.
- Is a member of hiring committee for certified staff and makes recommendations to the Superintendent of Schools.
- Provides Superintendent with evaluation input for principal APPR process.

Accounting and Reporting

- Manages internal and external District audits.
- Directs and supervises implementation of audit recommendations made to District.
- Directs all Federal and State Budget preparations.
- Approves all Federal and State grants budget allocations including amendments for recommendation to the Superintendent of Schools.

Additional information:

HR use only	
FTE	1.0
Salary/Stipend	As per Board approved Terms and Conditions.
Last revised	11/04/13