



**SCHOOL BUSINESS MANAGER
P.S. 70 (09X070)
BRONX**

Position Summary: The School Business Manager position encompasses professional work of varying degrees of difficulty and responsibility under the day to day supervision of the school principal and the overall direction of the Integrated Service Center (ISC) in the fields of budget, finance, personnel and non-instructional administration.

P.S. 70 has a student enrollment of 1,318 and serves grades K-5. Under direct supervision of the principal, the school business manager supervises the secretarial and administration staff within the main office; assists in bringing closure to outstanding personnel and/or administration issues; ensures the proper delivery of and receipt of invoices from vendors to the Department of Finance; serves as a customer service information representative for inquiries and communications regarding school-based spending transactions and related procedures; assists schools in developing PS and OTPS budgets that include such items as staff salaries, reimbursable allocations and tax levy allocations; monitors subsequent accruals and expenditures; ensures that register changes are monitored and schools understand their impact on budgets; assists principals in capturing and disseminating knowledge to and from schools including best practices at the school and support organization levels related to business services/operational issues and the facilitation of school-based staff collaboration amongst network schools to increase cross functionality at the school level; provides research support and hands-on assistance to the Principal in the areas of procurement and Other Than Personal Services (OTPS) transaction processing and Galaxy actions, including researching, organizing, and analyzing data as well as scheduling and modifying allocations; guide and demonstrate to school staff the most productive use of Department of Education web-based information in order to streamline and expedite communication and operational activities; assists the Principal with the input of Galaxy and FAMIS transactions; serves as a research resource for the Principal in providing resources for appropriately identified students; assists Principal with gathering, researching and organizing data, managing internal controls and conducting financial planning; conducts weekly school walk thru to ensure materials, and the integrity of the physical environment, are in alignment; collaborates with other ISC staff, including Facilities, Food Service, Human Resources, Technology and Transportation staff, to solve problems impacting schools; forecasts and coordinates with Principal anticipated vacancies that may impact instruction; contacts ISC center regarding vacancy availability and possible committed candidates, and takes appropriate follow-up action; assists schools with the research and resolution of payroll issues; monitors per diem and per session payrolls; researches requests for reimbursement of long-term absences of school-based staff; coordinates and conducts expenditure analyses of schools across the ISC on a monthly basis; provides technical support to the ISC in developing the budget component of the Comprehensive Education Plan; works closely with the Principal in developing financial plans and processes for implementing relevant improvement initiatives; provides high-level policy advice, often of a confidential nature, to the Principal; creates bi-weekly, monthly, quarterly and annual financial statements for the Principal; ensures compliance with funding legislation, regulations and guidelines; participates in the implementation of commitments required as a condition of approved awards and applications; assists Principal and ISC staff in reimbursable-related monitoring and audit procedures; participates in fiscal analyses with ISC staff to ensure consistency with funding guidelines; monitors projected expenditures.

Reports to: Principal

Direct Reports: School support staff.

Key Relationships: Serves as a point of contact regarding non-instructional matters for external constituents, including community groups and other city agencies. Establishes and maintains liaison with appropriate field, ISC staff, and central operating components of the school system.

RESPONSIBILITIES

- Directs administrative activities of schools, including budgeting, accounting, school transportation, personnel, technology, physical plant issues and other related administrative matters.

- Assists principal(s) in overseeing the administration of support activities related to the provision of school food services.
- Reviews and expedites all contracts and school purchases by utilizing contract vendors and online purchasing accounts.
- Reviews contracts and bids to ensure compliance with established purchasing procedures.
- Assists principal(s) in the preparation of grant applications for non-instructional items, such as those for personnel, supplies and equipment.
- Supports instructional staff in grant administration, including the preparation of annual progress reports and demonstration of outcomes.
- Responsible for overseeing business, financial and other administrative matters and implementing recommendations related thereto.
- Interfaces with Integrated Service Center staff and other school administrators on administrative matters relating to personnel, business, finance, contracts and school operations. Attends ISC trainings as necessary.
- Serves as a point of contact regarding non-instructional matters for external constituents, including community groups and other city agencies.
- Analyzes student data to support the principal's instructional and classroom priorities. Prepares reports in response to requests for information.

QUALIFICATIONS

Minimum Requirements

1. A baccalaureate degree from an accredited college and three years of full-time satisfactory professional experience in one or a combination of the following areas: accounting, auditing, budget, contract administration, financial administration, management, personnel or a closely related field; or
2. A baccalaureate degree from an accredited college including or supplemented by 24 semester credits in accounting, business, finance, educational administration, management, personnel administration, public administration, or a closely related field and two years of satisfactory full-time professional experience in one or a combination of the areas described in "1" above; or
3. A master's degree from an accredited college in accounting, business, finance, educational administration, management, personnel administration, public administration, or a closely related field and one year of satisfactory full-time professional experience in one or a combination of the areas described in "1" above.

Preferred

- Professional experience working in school administration and organization.
- Demonstrated knowledge and ability in using Galaxy and Famis Portal and managing the finances of a school, including but not limited to, payroll, ordering and purchasing, recordkeeping and compliance.
- Demonstrated ability in completion of surveys and reports relative to management of personnel, school facility and community relations.

Salary: \$54,517 +

Please Email cover letter and resume no later than **August 29, 2008**, to:

Kcastel@Schools.nyc.gov

AN EQUAL OPPORTUNITY EMPLOYER

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Street, Room 923, Brooklyn, New York 11201, or visit the OEO website at
["http://schools.nyc.gov/Administration/Offices/GeneralCounsel/OEO/default.htm."](http://schools.nyc.gov/Administration/Offices/GeneralCounsel/OEO/default.htm)