



VACANCY NOTICE

TITLE: School Business Manager

LOCATION: Chenango Campus, Norwich, NY

REPORTS: Director of Finance

TERMS: Full-time, 12 months

QUALIFICATIONS: Either:

1. School District Business Leader Certification or
2. Competitive Civil Service
 - a. Graduation from a regionally accredited or New York State registered college or university with a bachelor's degree including or supplemented by 24 semester credit hours in accounting, business education, business administration experience or related field and either one year of business administration experience which includes accounting and budgeting duties or two years experience in maintaining financial accounts and records. OR
 - b. Graduation from a regionally accredited or New York State registered college or university with an associate degree or 60 credit hours including or supplemented by 12 semester credit hours in accounting, business education, business administration or related field and either two years of business administration experience which includes accounting and budgeting duties or four years experience in maintaining financial accounts and records. OR
 - c. Graduation from high school or possession of a high school equivalency diploma and either three years of business administration experience which includes accounting and budgeting duties or six years experience in maintaining financial accounts and records. OR
 - d. An equivalent combination of training and experience as defined by the limits of (A), (B) and (C) above.

RESPONSIBILITIES/DUTIES: Supervises and/or participates in the maintenance of a variety of financial and other records; Supervises and/or participates in the preparation of a variety of financial and other reports for internal or external use; Assists in the preparation of the tentative school district budget; Oversees the preparation of payroll and maintenance of personnel files; May assist in the preparation of materials for collective bargaining;

SALARY/BENEFITS: Starting salary \$75,000; generous benefits and leave package based on BOCES Administrative Association (BAA).

STARTING DATE: Upon fulfillment.

TO APPLY: Send cover letter, resume, Delaware County civil service application and DCMO BOCES application. Applications reviewed as received.

DCMO BOCES Application found at:
<http://www.dcmoboces.com/application>

Delaware County civil service application found at:
http://www.co.delaware.ny.us/departments/pers/docs/employee_docs/DC%20Application%2020191121%20savable.pdf

Apply online:
www.OLASjobs.org
-or-
<https://dcmo.mightyrecruiter.com>

By mail:
Human Resources Department
Delaware-Chenango-Madison-Otsego BOCES
6678 County Road 32
Norwich, NY 13815-3554

DCMO BOCES does not discriminate based on actual or perceived race, color, religion, religious practice, national origin, ethnic group, sex, gender identity, sexual orientation, political affiliation, age, marital status, military status, veteran status, disability, weight, predisposing genetic characteristic, domestic violence victim status, or any other basis prohibited by New York State and/or federal non-discrimination laws.