



Position:	Executive Director of the Central Business Office – Full time, 12- month, Non-Unit, Administrative position.
Location:	The Northern Catskills Occupational Center in Grand Gorge with travel as required.
Qualifications:	NYS School Business District Leader or School Business Administrator certification preferred; experience in a school business office is required.
Responsibilities:	<p>The successful candidate will provide management and leadership to the Central Business Office in the effective delivery of business office services and to those participating school districts.</p> <p>He/she will be responsible for, but not limited to, the following:</p> <ol style="list-style-type: none"> 1. Manage the Central Business Office staff. 2. Coordination, collection and submission of state and federal reports. 3. Coordination of the interim and year-end audits. 4. Perform district-specific analysis of fund balance, reserves, expenditures and revenues. 5. Assist participating superintendents in budget preparation. 6. Advise participating superintendents and district staff on issues related to business office, transportation, operations and maintenance and food service. 7. Advise CBO staff on issues related to the business office operations. 8. Act as a resource for the district clerks, treasurers and other administrative personnel. 9. Attend component and BOCES Board meetings as necessary. 10. Attend School Business Finance related conferences, seminars and workshops. 11. Prepare and manage the CBO Co-Ser budget(s). 12. Manage the creation, implementation and follow-through procedures that improve efficiency and effectiveness of the Central Business Office. 13. Provide fiscal and financial training to new superintendents. 14. All other duties assigned by the Deputy Superintendent. <p><u>Required Knowledge and Skills:</u></p> <ol style="list-style-type: none"> 1. Knowledge of fund accounting, public school finance and business office operations. 2. Knowledge of public-school state reporting, budgeting, grants, cash flows and investing. 3. Ability to communicate effectively both orally and in writing. 4. Ability to analyze data and research issues. 5. Ability to bring together the pertinent parties in order to solve problems. 6. Ability to prioritize and multitask. 7. Ability to create spreadsheets. 8. Ability to communicate effectively with district personnel. 9. Ability to create and adhere to schedules. 10. Ability schedule and organize audits. 11. Ability work with staff on audit preparation. 12. Acts as a liaison between staff and district.

Starting Date:	June 2020
Application Deadline:	January 31, 2020
Minimum Starting Salary:	\$110,000
Apply To:	www.olasjobs.org/southern
Further Information Contact:	humanresources@oncooces.org
Additional Information:	<p>The selected applicant will be subject to a fingerprint support criminal history background check in accordance with SAVE Legislation effective July 1, 2001.</p> <p>The Board of Cooperative Educational Services of the Sole Supervisory District of Otsego, Delaware, Schoharie and Greene Counties does not discriminate on the basis of race, color, national origin, sex, sexual orientation, disability, genetic disposition or age in the educational programs or activities which it operates, including, but not limited to, access to facilities in accordance with the Boy Scouts of America Equal Access Act of 2001, 20 U.S.C. 7905, which requires equal access for the Boy Scouts of America and other designated youth groups to meet at public schools.</p>