

ANTICIPATED VACANCY

School Business Administrator

Lansing Central School District

Lansing Central School District is a comprehensive school of approximately 1,100 students in grades K-12, faculty and support staff members and an annual General Fund Budget of \$28 million. The district is comprised of three school buildings, one K-4 elementary school, one 5-8 middle school and one 9-12 high school.

Position Summary: Responsible for overall financial operations of the district, including development and maintenance of annual budgets and long range financial projects. This includes the receipt, safe keeping and accounting for, and disbursement of all public funds as required by state and federal law and in accordance with board regulations and district policies as well as applicable professional and ethical standards.

Essential Duties and Responsibilities:

- Responsible for ensuring compliance with board policies, district policies and guidelines, governing statutes/regulations and applicable professional and ethical standards with regard to all financial matters.
- Responsible for the development, implementation and oversight of internal controls and effective and efficient accounting practices relating to payroll, purchasing, accounts payable, accounts receivable, risk management, budget development and financial forecasting.
- Responsible for budget development, administration and long-range financial planning to maintain the fiscal integrity of the district.
- Responsible for accounting and collection of all district revenues and receipts, deposit of funds, and disbursements/expenditures for payment of the district' legal obligations and preparation of reports for these functions for the superintendent and board.
- Responsible for all legal and financial aspects of millage and bond elections; preparing documents, managing accounts, monitoring tax appeals and SEV adjustments, reconciling debt service accounts with county treasurer records, and ensuring timely transfer of funds from taxing authorities to the district.
- Responsible for establishing and maintaining district financial records and reports in a timely manner to ensure compliance with district, state and federal policies and reporting requirements. Reporting oversight includes but is not limited to: retirement, social security earnings, cafeteria plan, sales tax, general fund expenditures, state and federal grants, local grants, escheats, and other monthly, quarterly or annual reports as required.
- Responsible for executing the annual audit by independent auditors and preparing annual financial statements to fulfill local, state and federal requirements.
- Responsible for planning and ensuring the implementation of all financial and fringe benefit provisions of district employment contracts and insurance programs. Oversees the provision of information to all staff regarding insurance benefits, retirement provisions, sick leave policy and other pertinent fringe benefit information. Ensures maintenance of proper personnel and employee absentee records as they relate to such items.

- Responsible for preparing and maintaining procedures for the control of purchasing, fixed assets and supplies inventory.
- Responsible for managing all aspects of the district's debt issues in conjunction with bond counsel, financial advisors, swap advisors, underwriters and other pertinent professionals with whom the district seeks expert advice.
- Responsible for projecting and maintaining cash flow requirements for the district, exercises authorized investment methods for the most advantageous return and provides for the safe keeping of invested funds and securities.
- Responsible for the review and maintenance of all district employment contracts.
- Other duties as assigned or requested by the superintendent.

Supervisory Responsibilities: Directly supervises employees in the business office and supervisors in food services, transportation, and building and grounds. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring and training employees; planning, assigning and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Language Skills: Ability to read, analyze and interpret common scientific and technical journals, financial reports and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication. Ability to effectively present information to staff, administrators, public groups/ community, and board of education members.

Other Skills and Abilities: Personal computer and spreadsheet skills. Ability to apply knowledge of current research and theory in specific field. Ability to establish and maintain effective working relationships with staff and the school community. Ability to speak clearly and concisely both in oral and written communication. Ability to perform duties with awareness of all district requirements and Board of Education policies. Ability to serve as a role model for students and staff in how to conduct themselves as responsible citizens with a belief in and practice of ethical principles and democratic values.

Qualification Requirements: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Regular, dependable attendance is a critical performance factor to ensure consistent, high quality services to children and families. The requirements listed below are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/Experience/Certificates & Knowledge and Skills Minimum Requirements:

- Bachelor's and/or master's degree in business administration, accounting, finance, education or related field from an accredited educational institution
- Experience as a chief finance officer or financial manager in a complex organization or any satisfactory combination of additional experience and technical training which demonstrates the knowledge, skills, and abilities to perform the essential responsibilities

- Knowledge of theory, principles, practices and techniques of public administration including budgeting, and financial planning and management
- Skilled in managing projects and providing leadership and direction towards a common objective
- Ability to think strategically and develop both short and long term plans to meet an objective
- Ability to collect and interpret complex information to analyze a problem, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals
- Excellent oral and written communication skills, including the ability to communicate complex ideas to audiences with varying levels of financial background or expertise
- Must be highly ethical
- Strong sense of service and passion for the district's mission
- A proactive leader who anticipates issues and successfully manages change, action and accountability
- Strong organizational, administrative and supervisory skills
- Possesses or is eligible to possess, NYS School Business Administrator certification

Preferred Requirements:

- Experience managing in a public school district setting
- Experience providing oversight of capital improvement projects

Application Procedure:

Interested candidates must submit a cover letter, a current resume, supporting credentials, and letters of reference on www.olasjobs.org no later than 3/1/2017.

Compensation Package:

Twelve month position with a competitive salary combined with a comprehensive fringe benefit package will be offered to the successful applicant.

Job Type: Full-time, Effective 7/1/2017

Lansing Central School District is dedicated to organizational excellence and supports and encourages the development and implementation of multicultural perspectives across all areas of the organization.