

Scio Central School
3968 Washington Street
Scio, NY 14880

NOTICE OF REVISED ANTICIPATED VACANCY

Position:	<u>Business Manager</u>
Supervisor:	Superintendent
Starting Date:	January 2, 2024
Starting Salary/Rate:	\$70,000/Commensurate with experience
Posting Date:	November 28, 2023
Closing Date for Applications:	December 15, 2023
Essential Job Functions (summary):	<ul style="list-style-type: none"> <input type="checkbox"/> Preparation of financial and statistical reports; <input type="checkbox"/> Maintains records of receipts and expenditures; bonded indebtedness and investments; <input type="checkbox"/> Preparation of tentative school budget, payrolls, purchase orders, accounts payable, worker's compensation, health insurance, and other business reports; <input type="checkbox"/> Periodic inspection of departmental activities verifying regulations are followed; <input type="checkbox"/> Maintenance of personnel files, benefits coordinator, and may act as clerk of the board of education; <input type="checkbox"/> Conducts correspondence on matters where general policy has been determined; <input type="checkbox"/> Acts as purchasing agent for school system; <input type="checkbox"/> Supervision of departmental managers; <input type="checkbox"/> Any additional duties as assigned by the Superintendent
Minimum Qualifications:	<ul style="list-style-type: none"> <input type="checkbox"/> NYS Certification in one of the following areas: <ul style="list-style-type: none"> - School District Business Leader (SDBL) - School Business Administrator (SBA) - School District Administrator (SDA) <p>Or:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Graduation from a regionally accredited or NYS registered college or university with an: <ul style="list-style-type: none"> - Associate's degree in accounting or business administration and three years of business administration experience which must include accounting and budgeting duties; or - Bachelor's degree in accounting, business education, business administration or public administration and one year of business administration experience which must include accounting and budgeting duties.

Submit Resume and letter of interest to:
Jennifer Cappelletti, Superintendent by 3:00 p.m. December 15, 2023
EOE/AA