

DIRECTOR OF FINANCIAL OPERATIONS

DISTINGUISHING FEATURES OF THE CLASS: This is administrative and professional fiscal work involving responsibility for developing, implementing and overseeing general financial and budgetary policies and procedures at the Board of Cooperative Educational Services (BOCES). The incumbent is also responsible for the oversight of the Transportation, Facilities and Health and Safety Departments. The work is performed under the direction of the Assistant Superintendent for Business and Operations in accordance with established policy with considerable leeway for the exercise of technical and administrative judgment. Supervision is exercised over a number of employees through subordinate supervisory staff. Does related work as required.

TYPICAL WORK ACTIVITIES:

Coordinates and oversees the annual departmental budget process, with specific responsibility for the areas of Transportation, Facilities and Health and Safety;

Develops and implements financial and budgetary policies and procedures to insure coordination of fiscal operations;

Prepares long and short term financial plans for use by administrators and the Board who consider the educational needs, staffing needs and revenue projections;

Analyzes financial practices and procedures and makes revisions, where appropriate, to ensure cost efficiency and optimal utilization of resources;

Directs, through supervisory staff, the activities of Transportation, Facilities, Maintenance, Security and Health and Safety departments and the preventative maintenance program;

Monitors expenditures and revenues, budget requests, and authorizes budget transfers for the areas of Transportation, Facilities and Health and Safety;

Explains financial budget allocations to department heads to inform them of available funds for departmental activities;

Works with Business Assistant to develop plans for borrowings by use of bonds and notes including the preparation of repayment schedules, development of data for sale prospectus and arranging for sale of notes in cooperation with bond consultants;

Monitors departmental expenses, identifies problems and makes recommendations for fiscal solutions;

Develops and supervises the maintenance and control of property classification and inventory systems for fixed assets and supplies;

Uses computer applications or other automated systems such as spreadsheets and database software in completing work projects;

Develops the district risk management program based on evaluation of exposure and makes recommendations to the administration;

Schedules, reviews and participates in periodic staff inspections of district facilities to determine needed improvements, replacements and correction of safety hazards.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of modern business administration procedures and equipment; thorough knowledge of accounting methods and budgetary procedures; thorough knowledge of the functions and structure of BOCES, including its programs, operations, goals and objectives; good knowledge of local and state law, procedures and policies as they relate to the mission of the district; good knowledge of the principles and practices of administrative supervision; ability to critically review financial and budgetary procedures; ability to analyze reports and statements,

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policies and procedures; ability to prepare thorough and concise reports of studies and budget analyses; ability to analyze program and fiscal information and draw logical conclusions; ability to analyze and organize complex working processes with respect to financial matters; ability to communicate effectively, both orally and in writing; ability to use computer applications such as spreadsheets and database software; ability to establish and maintain cooperative relations with others.

MINIMUM QUALIFICATIONS: A Bachelor's degree or higher which included or was supplemented by twenty-four (24) credit hours in accounting, business education, business administration, education administration or related field and five (5) years of paid work experience in business administration which must have included accounting and budgeting duties, two (2) years of which shall have been in a supervisory capacity.