SCHOOL BUSINESS MANAGER I
Tompkins County

Classification: Competitive
Labor Grade: 0
Approved: 0
Revised: 9/2006
By: HH, Commissioner of Personnel

MINIMUM QUALIFICATIONS:

(a) Graduation from a regionally accredited or NYS registered college or university with a Bachelor’s
   Degree including or supplemented by 24 semester hours in accounting, business education, business
   administration or related field and three years of business administration experience which must include
   accounting and budgeting duties; OR

(b) Graduation for a regionally accredited or NYS registered community college with an Associates Degree
   in accounting or business administration and five years experience as indicated in (a), OR;

(c) Any combination of training and experience equal to or greater than that indicated in (a) and (b) above.

Tompkins County is Committed to Equity and Inclusion. We encourage those with similar values to apply.

DISTINGUISHING FEATURES OF THE CLASS:

This is a professional business management position responsible for supervision and performance of assigned functions including
budgeting, purchasing, accounting and reporting in a school district having a pupil population of less than 2,000. Activities are
performed in accordance with school district policies under the direction of a supervisor. Supervision is exercised over the work
of business office staff. Does related work as required.