



JOB POSTING #106
PLEASE POST

The City School District of Albany, New York
An Equal/Affirmative Action Employer
Management/Confidential Employment Opportunity

- Date of Posting:** March 13, 2019
- Position(s):** Deputy or Assistant Superintendent for Business and Finance
- Location(s):** Academy Park
- Salary:** Competitive, commensurate with experience
- Certification:** Valid NYS SBA or SDBL
- Deadline for Applying:** April 9, 2019 at 4:00 PM

The Deputy or Assistant Superintendent for Business and Finance is responsible for the overall financial operations of the district, including development and maintenance of the annual budget and long range financial projections. The Deputy or Assistant Superintendent for Business and Finance also oversees internal audit, purchasing, insurance and payroll, real estate, buildings and grounds, and the food service program. As a member of the Superintendent's cabinet, the incumbent plays a central role in school district planning and analysis of current programs, support systems, and expenditures.

Position will be filled at the Deputy or Assistant Superintendent level based on experience

General Statement:

- A Master's degree plus five years of relevant experience
- Valid NYS SBA or SDBL
- Advanced business degree and/or CPA are preferred

Responsibilities:

- Responsible for budget development, administration, and long range financial planning for the District.
- Participates on the Superintendent's Cabinet.
- Assists the Superintendent and staff with analysis of financial and education problems and develops solutions to such problems.
- Participates with county and state organizations in staying abreast of school finance reform and other district-related issues.

- Prepares documents, presentations, and information related to major areas of responsibility.
- Prepares and oversees the preparation of District financial reports; ensures that report formats meet State, local and district reporting requirements.
- Functions as chief negotiator regarding property transactions.
- Serves on assigned District committees, focus groups, and/or task forces as directed.
- Conducts community forums
- Represents the Superintendent, when designated.
- Other duties as assigned.

All applications will be accepted through OLAS

<https://www.pnwbores.org/TeacherApplication/>

Email: humanresources@albany.k12.ny.us

City School District of Albany

Office of Human Resources

Academy Park

Albany, New York 12207

The City School District of Albany, New York, does not discriminate on the basis of Age, Race, Color, National Origin, Sex, Sexual Orientation, Disability or Marital Status in Employment or any of the educational programs and activities which it offers or operates, as it is required to do by Title VI of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and the New York State Human Rights Laws.