



# Unadilla Valley CSD **SCHOOL BUSINESS MANAGER/SCHOOL BUSINESS ADMINISTRATOR:**

Unadilla Valley CSD is seeking a School Business Manager/School Business Administrator with a start date of on or about July 1 or August 1, 2022. This is a full time twelve-month position and salary and benefits are commensurate with experience and per a working agreement.

**Qualifications include:** Bachelor's Degree or higher required which included or was supplemented by at least 24 credit hours in accounting, business or public administration and two years of professional accounting or business administration experience that included accounting or budgeting duties; OR Associate's Degree which included or was supplemented by at least 24 credit hours in accounting, business or public administration AND four years of professional accounting or business administration experience which included accounting or budgeting duties; OR an equivalent combination of training and experience as defined above, as required by Civil Service and successful completion of Civil Service exam; OR possess New York State certification as a School Business Leader. **Responsibilities/Duties:** Oversees the preparation of school district budgets, payroll, purchase orders and financial and statistical reports; develops policies and procedures to conform with district policies; and advises school district on financial matters.

**Please apply for this position via the school website at [www.uvstorm.org](http://www.uvstorm.org) under "Employment Opportunities."**

***Please contact Valerie Doliver in the district office at (607) 847-7500, ext. 1131 with any questions regarding the position.***

**The application deadline is February 25, 2022.**