

Newburgh Enlarged City School District
Job Description

TITLE:	Assistant Superintendent for Finance
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REPORTS TO:	Superintendent of Schools
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QUALIFICATIONS:	<ol style="list-style-type: none">1) NYS School Business Administrator (SBA) or School District Business Leader Certification (SDBL), or eligible for Internship Certificate (SDBL)2) Understanding of the school budget development process, school aid formulas and reports3) Demonstrated experience developing and complying with policies and regulations relating to school district finance procedures
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JOB GOAL:	Responsible for ensuring that financial management functions and activities operate in a legal and efficient manner to provide maximum support and contribution to the instructional program of the Newburgh Enlarged City School District, and providing direction and leadership for Finance Services.
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SPECIAL SKILLS & KNOWLEDGE	<ol style="list-style-type: none">1. Financial management skills.2. Negotiation of vendor contracts; experience in assisting with labor negotiations.3. Leadership and communication skills required; ethical approach to business required.4. Leads the oversight and management of capital project budgets.5. Has oversight of the Food Services Department and Facilities Department.6. Experience with SED transportation compliance and regulations.7. Provides timely financial reports to the Superintendent and Board of Education.
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DUTIES AND RESPONSIBILITIES:	Fiscal Management & Accounting <ol style="list-style-type: none">1. Administers and interprets statutes, regulations and policies concerned with the responsibilities of business, finance, transportation, nutrition services, facilities, operations and maintenance.2. Responsible for annual budget development process, administration and long-range financial planning for the district. Provides timely and accurate estimates for all revenues and expenditures for budget development.3. Prepares financial, business and facility reports for the superintendent, staff, school board, state and federal agencies.4. Advises the superintendent on all fiscal matters for the purpose of providing feedback and keeping the superintendent informed.5. Aligns resources with district goals and priorities through budget development and management.6. Designs, directs and implements in-service training for professional development of finance and operations staff as needed.7. Leads and/or facilitates district committees pertaining to areas of responsibility.8. Assists with conducting studies on enrollment, staff projections, staff utilization, and budgeting needs for personnel.9. Oversees and coordinates matters pertaining to bond sales and post-bond issuance requirements.
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Date: February, 2003

Revised: November, 2011

Revised: August, 2013

Revised: January 2016

Adopted: March 2016

Revised: December 2021

Revised: May 2025

**DUTIES AND
RESPONSIBILITIES:**
(continued)

10. Assists with the development of levy and bond issues by providing financial information to the superintendent and developing processes, information and materials related to bonds and levies.
11. Develops and administers a program for purchasing, receiving, storing and distributing school supplies and equipment.
12. Maintains up-to-date inventory control.
13. Periodically develop and disseminate forecasts of expenditures versus budgetary allocations.
14. Supervises the risk management program for the purpose of directing employees, establishing programs and meeting safety requirements.
15. Administrates the district's property and casualty insurance program to ensure that the district's assets are adequately insured.
16. Manages the district's real estate and insurance programs and assumes responsibilities for insurance records and insurance accounting.
17. Assumes responsibility for the receipt and expenditure of school district funds.
18. Provides monthly accounting of all income and expenditures, and budget status reports.
19. Assists and cooperates with district internal and external audits, and maintains a continuous internal auditing program for all funds.
20. Reconciles all bank accounts maintained by the Board.
21. Prepares reports to the proper staff officials concerning the status of their budgetary accounts to guard against the overspending of any budgeted account.
22. Maintains general, revenue, and appropriations ledgers on an encumbrance basis.
23. Approves all vouchers authorizing the expenditures.
24. Submits claims for refunds on sales and fuel taxes.
25. Recommends new accounting methods as desirable and necessary.
26. Provides school building administration with all financial information needed by them to use their building budget to address the needs of their students.
27. Chairs the Superintendent's Budget Advisory Committee; prepares the agenda; provides information necessary for committee's work.
28. Is responsible for filing timely and accurate state aid claims and reports that generate the maximum entitlement.
29. Assures that all financial transactions and reports comply with applicable laws and regulations.
30. Supervise purchasing and see that quotes, bids and RFP's are prepared and released according to State Statutes and District Policy.
31. Supervises the management of all financial affairs of the schools.

School Facility Construction, Renovation or Expansion

32. Oversees the management of all district capital projects.
33. Supervises the Executive Director of Operations & Maintenance.
34. Works collaboratively with the Executive Director in the development of an annual budget.
35. Works effectively with developers, contractors, inspectors, architects, and specialized consultants. Represents the district in vendor contractual negotiations and commitments.
36. Coordinates the analysis of sites, the acquisition of property and the development of designs and plans for the purpose of carrying out such plans.

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<p>DUTIES AND RESPONSIBILITIES: (continued)</p>	<p>School Food Program</p> <ul style="list-style-type: none"> 37. Supervises the Director of School Lunch 38. Works collaboratively with the Director of School lunch in the development of an annual budget, assures compliance with regulations of NYS Bureau of School Food Management. <p>Transportation</p> <ul style="list-style-type: none"> 39. Supervises and works collaboratively with the coordinator of Transportation to ensure the district is in compliance with SED on all matters relating to transpiration. 40. Supervise bidding process for new contracts as well as extension of existing contracts. <p>Security</p> <ul style="list-style-type: none"> 41. Works collaboratively with the Executive Director of Operations in managing the security officers, and in the development of an annual budget. <p>Grants</p> <ul style="list-style-type: none"> 42. Supervises preparation of financial grant reporting and close out procedures. <p>Other</p> <ul style="list-style-type: none"> 43. Attends meetings of the School Board and prepares such reports for the School Board as requested by the Superintendent. 44. Performs other such duties as required by the Superintendent or the State Education Department.
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