



# East Ramapo Central School District

105 South Madison Avenue, Spring Valley, NY 10977

*A Unified Community Educating the Whole Child ...*

**Dr. Clarence G. Ellis**  
*Superintendent of Schools*

**Office of Personnel**  
845-577-6090  
845-577-6156 (fax)

## **Assistant Superintendent of Business**

The East Ramapo Central School District (Rockland County, New York) is seeking an experienced leader who values diversity, equity, and inclusion and is positioned to provide outstanding fiscal leadership to a highly complex district with 14 schools, approximately 10,000 public school students, 40,000 private school students, and 1,700 staff members. The successful candidate will have a record of success in financial management and planning for a school district.

### **QUALIFICATIONS**

- NYS SDA/SBA or SDBL Certification
- Successful experience as the top business leader in a school district skilled in budget development and management of business operations
- A thorough understanding of regulations and requirements regarding pupil transportation, food service, facilities, Capital Projects, school safety and security, and grants
- CPA and/or Accounting Degree preferred

### **PERFORMANCE RESPONSIBILITIES:**

1. Supervise the management of the financial affairs of the school district
2. Assume responsibility for budget development and long-range financial planning
3. Supervise a program of accounting for all financial transactions. Managing the planning, operations, and evaluation of:
  - Accounting
  - Budget control
  - Payroll
  - Purchasing
4. Assures compliance with all legal and regulatory requirements regarding fiscal management. General Fund/ School Lunch Fund/Capital Fund
5. Supervises the preparation of related district and state financial reports and applications in a timely fashion. Serves as a State Aid designee
6. Manage the district's liability insurance programs
7. Act as advisor to the Superintendent on all matters relating to the business and financial affairs of the district
8. Supervises the planning, operation, and evaluation of Food Services
9. Prepares projections of revenues and calculates impact of proposed and enacted fiscal legislation
10. Assume all other duties and responsibilities assigned by the superintendent

***Competitive salary commensurate with experience.***  
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