



*E*ast Ramapo Central School District

105 South Madison Avenue, Spring Valley, NY 10977

A Unified Community Educating the Whole Child ...

Dr. Clarence Ellis
Superintendent of Schools

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

Lyne M. Taylor
Assistant Superintendent for Personnel

Assistant Superintendent for Business

East Ramapo Central School District 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 9,100 public school students, 40,000 private school students, 1,500 staff members, and a budget of over \$200 million. The successful candidate will have a record of success in financial management and planning for a school district.

REQUIREMENTS:

NYS SDA/SBA or SDBL Certification

A minimum of five years' successful experience as the top business leader in a school district skilled in budget development and management of business operations.

CPA and/or Accounting Degree preferred

RESPONSIBILITIES:

- Detailed knowledge of all aspects of the Business Office inclusive of grants, vendor services, procurement, payroll, and risk management.
- Lead and support the activities of the business office including accounting, purchasing, payroll, accounts payable, accounts receivable/billing, BOCES aid, and grants departments.
- Experience providing leadership in Facilities, Safety, and Capital Projects.
- Thorough understanding of regulations and requirements regarding pupil (public and private) transportation and food service.
- Actively promote diversity, equity, and inclusion practices throughout the district.
- Ensure regulatory compliance while implementing best practices and innovation.
- Facilitate year-end closing, audits, and required financial reporting.
- Model strong organizational skills and distributed leadership to promote team empowerment through collaboration.
- Use data-based decision making processes to drive success.
- Participate in the development, revision, and execution of the district's strategic plan.

Please send letters of interest to erpersonnel@ercsd.org by Wednesday, July 20, 2022.