PLEASE POST

GARY RUSH
Superintendent of Schools
ADMINISTRATION OFFICE

RODNEY GILMORE, Ed. D.
Associate Superintendent for Human Resources
HUMAN RESOURCES DEPARTMENT

November 13, 2026 **JOB POSTING # 181**

2026 – 2027 SCHOOL YEAR VACANCY

Competitive Civil Service Position

Provisional Appointment

POSITIONS: **BUSINESS MANAGER - Provisional**

(Permanent appointment contingent upon participating and attaining a reachable score in the next Civil Service exam for this title)

LOCATION: Business Office

QUALIFICATIONS: Bachelor's Degree from a regionally accredited or New York State registered college or university with courses in Accounting, Business Management or Finance
and six years of satisfactory administrative experience which must include two of the following duties: Accounting, Purchasing, Budgeting, or Payroll, including two years supervising subordinates engaged in performing such functions.

NOTE: A master's degree from a regionally accredited or New York State registered college or university in Accounting, Business Administration, or Public Administration may be substituted for one year of the non-supervisory experience as outlined above.

JOB DUTIES:

- Directs all business management functions.
- Prepares financial and statistical reports for federal, state and local authorities, including but not limited to the Board of Education and the Superintendent of Schools.
- Establishes accounting records and procedures to conform to district policy, state, and federal requirements, and installs procedures for encumbrance, expense accounting, and distribution of revenues into proper fund accounts.
- Issues budget preparation schedule to all district department heads, and reviews and consolidates all budget requests and revenue sources to prepare and develop the budget document.
- Maintains records of receipts and expenditures and bonded indebtedness.
- Prepares long-and short-term financial plans for use by administrators and board who consider education needs, population projections, plant development plans, staffing needs, investments, and revenue projections.

- Develops monthly cash flow statement to aid in determining cash available for investment and/or borrowing needs.
- Supervises the preparation of payrolls.
- Supervises the maintenance of inventory and insurance registers.
- Acts as purchase agent and supervises purchasing activities and related functions for the district, as required.
- Supervises staff using data processing equipment in the production of payrolls, accounting data, pupil records, and educational and administrative records, as required.
- Conducts correspondence relating to function of the position.
- Acts as a liaison between payroll and human resources with respect to implementation of Board actions in regard to district personnel.
- Reviews and authorizes all payroll submitted through time sheets for compliance with union contracts, district policies and proper budget coding.
- Supervises and guides staff and acts as a liaison between payroll and human resources with respect to the implementation of changes in bargaining unit agreements.
- Responsible for and reviews data in human resources and payroll manager systems for accuracy.

COMPENSATION: Contractual

CLOSING DATE: November 20, 2026

APPLICATION PROCEDURE: To apply click this link **www.olasjobs.org/hempstead-ufsd**.

Position subject to Civil Service Approval

Rodney Gilmore, Ed.D.

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We are an Equal Opportunity Employer