



HOLLAND CENTRAL SCHOOL

103 Canada Street
Holland, New York 14080-9806
Telephone (716) 537-8200
FAX # (716) 537-8203

May 3, 2018

VACANCY

Cathy V. Fabiatos
Superintendent

POSITION: School Business Administrator

Mark A. Whyte
Interim
Business Official

SALARY: Commensurate with experience

QUALIFICATIONS: Possession of New York State Education
Certification as a School Business Administrator/School
District Business Leader

Jason D. Smith
Elementary Principal

RESPONSIBILITIES: See attached/mentoring available

REPORTS TO: Superintendent of Schools

Carl A. Guidotti
Jr./Sr. High School
Principal

PROCEDURE: Apply on-line at www.wnyric.org/application.
Applications must be submitted by May 31, 2018.

Holland Central School District provides equal employment opportunity to all individuals and does not discriminate on the basis of color, race, religion, natural origin, ancestry, sex, age or handicap.

Erik D. Smith
Director of Pupil
Personnel Services

Laurie L. Gregory
Director of Curriculum



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School Business Administrator Job Responsibilities

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Elementary Principal**

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Personnel Services**

**Laurie L. Gregory
Director of Curriculum**

1. Supervises preparation of the annual budget
2. Submits the annual state aid claim
3. Prepares periodic financial and statistical reports for presentation to the Superintendent and Board of Education
4. Works closely with the District's auditors to prepare the annual financial and management audit—all audits—OSC claims, NYSED audits for grants, liability, etc.
5. Supervises cash and investment management—banking relationships
6. Supervises the Business Office Staff and manages relationship with CBO
7. Assists in the administration of Transportation
8. Assists in capital construction management, building maintenance operations
9. Assists in administration of the Food Service Department
10. Possesses a working knowledge of Civil Service and Personnel
11. Assists in negotiations with Bargaining Units
12. Works together as a team with Business Office and Administrative Staff
13. BOCES Budget
14. Insurances—Liability, Workers Compensation, disability, health, dental, auto, unemployment
15. Energy Manager
16. Grants Manager
17. Assists in administration of Athletic Department, Extra-curricular, Community Ed.
18. Bonds
19. Safety Community Member
20. Wellness Committee
21. Reserves and long-range plans
22. Other duties as assigned by Superintendent