



An invitation to apply for:
Attica Central School District
School Business Administrator

The Attica Central School District Board of Education seeks an experienced, collaborative, and forward-thinking leader to serve as its next Business Administrator.

This is an exciting opportunity to join a district that values strong community relationships, fiscal responsibility, innovation, and a steadfast commitment to student success. The successful candidate will become a key member of the District Leadership Team and play a vital role in advancing the district's mission through strategic financial and operational leadership.

The Business Administrator serves as the chief financial and operational officer of the district, providing guidance and expertise to the Superintendent and Board of Education while ensuring that district resources are aligned with educational priorities.

- **Salary Range:** \$110,000 - \$130,000
- **Comprehensive Benefits Package**
- **Anticipated Start Date:** August 3, 2026

About Attica Central School District

Located in the heart of Wyoming County, Attica Central School District serves approximately 1,100 students and is recognized for its tradition of excellence, strong community support, and commitment to preparing students for success in college, careers, and life.

Attica is a community where relationships matter. Students benefit from a caring and dedicated faculty, diverse extracurricular opportunities, strong agricultural and career pathways, and a community that values education.

The district's work is guided by its vision of empowering, fostering, and advancing education for a brighter future and its mission, which states its commitment to strengthening community connections and providing learning experiences for all while honoring traditions and embracing innovation.

- The district's core values emphasize:
- Student-Centered Decision Making
 - Positive and Respectful Culture
 - Community and Relationships
 - Innovation and Creativity

The next Business Administrator will play a critical role in supporting these priorities through sound financial stewardship and operational excellence.



Application Process

Interested candidates should submit the following to the Superintendent's Office at 3338 East Main Street Rd., Attica, NY 14011:

- Letter of Interest
- Resume
- Completed Application
- Copies of Certifications
- College Transcripts
- Three Current Letters of Reference

Note: Applications will be accepted until July 2, 2026. This position will also be listed and applications accepted via WNYRIC.org.





Position Overview

Reporting directly to the Superintendent of Schools, the Business Administrator is responsible for overseeing the financial and operational functions of the district.

Financial Leadership

- The successful candidate will:
- Lead development and administration of the annual school budget.
 - Coordinate long-range financial planning and forecasting.
 - Monitor district revenues, expenditures, and fund balances.
 - Advise the Superintendent and Board of Education on fiscal matters.
 - Develop financial analyses and recommendations supporting strategic decision making.
 - Manage district investments, borrowing, debt service, and reserve planning.

Business Office Operations

- Responsibilities include:
- Oversight of accounting and financial reporting.
 - Payroll administration.
 - Accounts payable, purchasing operations.
 - Internal controls and audit coordination.
 - Fixed asset management.
 - Procurement, bidding, and contract compliance.

Compliance and Reporting

- The Business Administrator will ensure compliance with:
- New York State Education Department requirements.
 - State and federal grant regulations.
 - Audit requirements.
 - Financial reporting mandates.
 - Board policies and procedures.
 - The position is responsible for preparing and coordinating all required state and federal financial reports, applications, and submissions

Operational Leadership

Working collaboratively with district administrators and supervisors, the Business Administrator provides leadership and oversight related to:

Facilities and Capital Projects

- Capital planning and project financing.
- Facilities-related purchasing and bidding.
- Long-range capital planning.
- Transportation.
- Transportation contracts.
- State transportation reporting.
- Routing and operational support.

Food Service

- Budget oversight.
- Purchasing and bidding.
- State reporting requirements.

Insurance and Risk Management

- Insurance coverage review.
- Claims administration.
- Risk management planning.

Tax Collection and Revenue Management

- Tax levy administration.
- Tax collection procedures.
- Revenue monitoring.

Human Resources and Labor Relations Support

- The Business Administrator:
- Serves as Civil Service Appointment Officer.
 - Supports contract administration and negotiations.
 - Maintains payroll, benefits, retirement, and personnel records.
 - Provides recommendations regarding staffing and operational assignments.
 - Assists with policy implementation and compliance.

Board and Community Engagement

- The successful candidate will:
- Attend Board of Education meetings.
 - Present financial information to diverse audiences.
 - Build trust through transparency and responsiveness.
 - Foster collaborative relationships with internal and external stakeholders.
 - Support district initiatives through strategic communication and planning.





Qualifications

Required

- Bachelor's Degree.
- Strong background in finance, accounting, business administration, or related field.
- Appropriate New York State certification or eligibility for certification.
- Demonstrated leadership experience in financial and operational management.

Preferred

- Experience in New York State public school finance.
- School Business Administrator, School District Business Leader, or School District Administrator credentials.
- Experience with budget development and presentation.
- Knowledge of New York State aid formulas and financial reporting.
- Experience managing capital projects, grants, audits, and operational services.

Personal Characteristics

The Board seeks a candidate who demonstrates:

Leadership

- Visionary thinking and strategic planning.
- Strong decision-making abilities.
- Sound professional judgment.

Communication

- Excellent written and verbal communication skills.
- Ability to explain financial information clearly.
- Strong presentation and facilitation skills.

Collaboration

- Commitment to teamwork and relationship building.
- Respect for diverse perspectives.
- Ability to build consensus around complex issues.

Professionalism

- Integrity and ethical leadership.
- Confidentiality and discretion.
- Reliability and accountability.

Continuous Growth

- Commitment to lifelong learning.
- Professional engagement and networking.
- Willingness to explore innovative solutions.



Compensation

The Board of Education will offer a competitive employment package commensurate with experience and qualifications.

Salary Range

- \$110,000 - \$130,000

Terms

- Twelve-month administrative position
- Comprehensive benefits package
- Professional development opportunities
- Participation in district leadership initiatives

Note: Some evening and weekend commitments are expected, including attendance at Board of Education meetings and district events.

