

## Position Title

Business Administrator/School Business Official

## Required Application Type

Teacher / Admin

## Salary/Pay Scale

\$95,000-\$145,000

## Job Description

The District Business Administrator/School Business Official, under the direction of the Superintendent of Schools, will lead and manage business operations of the District including, but not limited to, buildings and grounds, transportation, food service, budget development and control, data processing, financial affairs, investments, accounting, payroll, purchasing, grants and the administration of contracts and other fiscal services in such a manner as to maximize the impact of District resources in support of the District's program and facilities. The Business Administrator will interpret various school business programs to staff, parents and the community.

## Civil Service Title

School Business Executive I

## Job Qualifications

### **Business Administrator**

Master's Degree in education, business management, or accounting

Minimum of 5 years' experience in one of the above fields, including at least one year of experience in a supervisory capacity

NYS School District Business Leader Certification

### **School Business Official**

(A) Graduation from a New York registered or regionally accredited four-year college or university with a bachelor's degree in business administration, public administration, accounting, or a similar field, and three years of business administration experience which must include accounting and budgeting duties, two years of which shall have been in a supervisory capacity; and one year experience in the conduct of feasibility studies and in the development, design installation and evaluation of electronic data processing systems for complex government or private sector applications; or

(B) Graduation from a New York registered or regionally accredited two-year college with an associate's degree and five years of experience as described in (A) above; or

(C) An equivalent combination of training and experience as indicated in "A" and "B" above.

## Application Procedure

Business Administrator:

Click the green "Apply Now" button at the end of this posting to submit your online application.

School Business Executive I:

Click the green "Apply Now" button at the end of this posting to submit your online application. There is a section in the application process to attach certification or license. Please attach a blank document to complete the application process. There is another online application for Yates County Civil Service. The

### **Application Deadline**

3/6/2026

### **Position Start Date**

7/1/2026

link is provided at the end of this posting and also a Civil Service job description.

### Job Category

Administrator/Supervisor

### Job Location

District Office

To get more information or apply go to <https://marcuswhitmancsd.recruitfront.com/JobPosting?JID=77502>

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**Marcus Whitman Central School District**



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