

# State Aid Planning Specialist

Questar III BOCES announces a full-time vacancy for a State Aid Planning Specialist position located in our Central Office in Castleton, NY. The State Aid and Financial Planning Service is a recognized leader across New York State for understanding and providing technical assistance in claiming state aid, projecting state revenues for school districts, and for providing hands on support to school business offices in a wide range of school finance areas. Currently the service is subscribed to by more than 650 school districts throughout NYS. The successful candidate will have an in-depth working understanding of school business office operations and also possess strong analytic and communication skills. Beyond the ability to understand and present information effectively, we are looking for an individual who can professionally provide support to our client school districts on an individual basis as needed. Must be able to multitask, work independently as well as part of a team, while demonstrating sound judgment and leadership. Occasional travel will be required.

**QUALIFICATIONS:** Certified candidates must have NYS School District Leader (SDL) or School District Business Leader (SDBL) certification. **School business official or treasurer experience preferred.**

Non-certified candidates will be considered in the State Aid Analyst title and will be subject to a competitive Civil Service exam. Must have a minimum BA/BS in education, political science, public administration, business administration, economics, or accounting and two years of professional experience dealing with the obtainment and/or distribution of educational funding in New York State.

Questar III prefers an online application – please apply at [www.olasjobs.org/capital](http://www.olasjobs.org/capital). In addition to your on-line application, please scan and upload supporting documentation including resume and letters of reference. Qualified candidates may also email their resume with letter of interest to [employment@questar.org](mailto:employment@questar.org).

*Questar III offers a competitive salary and excellent benefits package (including enrollment in the NYS pension system). For more information on Questar III BOCES, please visit [www.questar.org](http://www.questar.org)*