

Litchfield School District - SAU 27

POSITION TITLE: BUSINESS ADMINISTRATOR	
Job Description Approved By: <i>Litchfield School Board</i>	Date: 6/6/18
General Purpose:	To administer the business and financial affairs of the district in such a way as to provide the best possible educational services with the financial resources available.
Reports to:	Superintendent of Schools
Supervises:	Facility Managers, Food Service Director, Chief Accountant

POSITION DUTIES AND RESPONSIBILITIES:

Except as specifically noted, the following functions are considered essential to this position:

1. Act as chief financial officer for all non-academic finance and business operations of the district.
2. Assume responsibility for all financial management operations, including: developing and implementing financial and accounting policies and procedures that meet all federal, state, and GASB requirements; ensuring that all financial systems accurately record all financial transactions in detail; and supervising all accounting operations.
3. Assume responsibility for the district's annual budget, including: establishing budgetary guidelines and processes; developing the annual budget; compiling all necessary statistical data for the preparation of the fiscal budget; working with the superintendent, principals, and directors in the preparation of all budgets, using established guidelines; performing monthly revenue and expense projections analyzing operations and budget status; managing operations within the approved budget; and providing resolution to issues.
4. Assume responsibility for all reporting requirements, including: submitting monthly reports to the board and budget committee detailing the status of the district's financial position; interpreting the financial position of the district to the community at large; enforcing financial reporting standards, and preparing financial reports, as required by GASB, NHDOE, NHDRA , USDA, and the USDOE.
5. Assume responsibility for all audit operations, including: arranging for the internal auditing of school accounts; compiling all information and paperwork necessary for audits; and scheduling, coordinating and assisting the district auditors in their performance of the annual independent audit.
6. Assume responsibility for all facilities management operations, including: supervising the building & grounds staff; ensuring that the building, grounds, and technology infrastructure meets the educational needs of the district; developing and managing programs of plant management and expansion; maintaining an up-to-date inventory of school property; and developing the district's annual Capital Improvement Plan.
7. Assume responsibility for the district's assets, including: managing banking relationships in conjunction with the district treasurer; supervising the collection, safekeeping, and distribution of all funds; implementing a records retention policy that meets legal requirements.
8. Assume responsibility for the district's purchasing operations, including: purchasing all supplies, materials, and equipment in keeping within the budget; preparing bid specifications and documentation for the purchase of goods, equipment and services within district budgets and policy guidelines; negotiating contracts involving specific facilities, programs and services; and supervising the storage and distribution of supplies and equipment.

9. Manage the district's property, liability, health, dental, life, and disability insurance programs.
10. Manage the risk management and safety programs.
11. Manage the district's student transportation program.
12. Fiscally manage State and federal funds, and submit required financial reports.
13. Assist in recruiting, screening, hiring, assigning, supervising, developing, and evaluating personnel under his/her jurisdiction.
14. Provide an in-service program for the business office, food service and facilities personnel. ie: Facility Maintenance Software, Finance/Payroll/HR Software, Time Keeping Software.
15. Maintain all financial systems for the district in conjunction with the IT department.
16. Develop and recommend changes in policy and procedures as it relates to finance, purchasing, facilities, technology infrastructure, food service and transportation.
17. Act as advisor to the superintendent on the school budget and all other business and financial questions.
18. Assist the Superintendent in all aspects of school building and/or renovation projects; and assist principals, as requested, with plant and equipment maintenance.
19. Act as a resource for, and assist the Superintendent in the collective bargaining process.
20. Maintain effective relations with, and act as a resource for, school board, budget committee, other elected officials, district staff, students, vendors, public agencies and their staffs, the media, private organizations and the public.
21. Perform other tasks and assume other responsibilities as may be assigned by the Superintendent of Schools.

TERMS OF EMPLOYMENT:

Twelve month Contract. Salary established by the Board.

MINIMUM QUALIFICATIONS:

1. Bachelor's degree in accounting, finance, or business administration. MBA degree preferred.
2. Minimum of eight (8) years of progressive experience in financial management, including at least three years of experience in a supervisory capacity.
3. Strong interpersonal skills, and a demonstrated skill in oral and written communications; knowledge of computer hardware and financial software; or any combination of skills, experience and training that demonstrates the requisite skills and abilities necessary to function effectively in this position.
4. Such alternatives to these qualifications as the Superintendent may find appropriate and acceptable.

LICENSURE AND CERTIFICATION REQUIREMENTS:

Valid Business Administrator certification from the NH Department of Education (or statement of eligibility). Valid NH Driver's License.

PHYSICAL ACTIVITY REQUIREMENTS:

Primary Physical Requirements:

(Not, Rarely, Occasionally, or Frequently Required)

1. Lift up to 10 lbs:	Frequently required.
2. Lift 11 to 25 lbs:	Rarely required.
3. Lift 25 to 50 lbs:	Not required.
4. Lift over 50 lbs:	Not required.
5. Carry up to 10 lbs:	Frequently required.
6. Carry 11 to 25 lbs:	Rarely required.
7. Carry 26 to 50 lbs:	Rarely required. Assistance may be available.
8. Carry over 50 lbs:	Rarely required. Assistance may be available.
9. Reach above shoulder height:	Occasionally required.
10. Reach at shoulder height:	Occasionally required.
11. Reach below shoulder height:	Occasionally required.
12. Push/Pull:	Not required.

Hand Manipulation:

(Not, Rarely, Occasionally, or Frequently Required)

1. Grasping:	Frequently required
2. Handling:	Frequently required
3. Torquing:	Not required
4. Fingering:	Frequently required
5. Controls and Equipment:	Office equipment, computer, keyboard, mouse, printer, copier, calculator, adding machine, telephone, FAX machine, and motor vehicle.

Other Physical Consideration:

(Not, Rarely, Occasionally, or Frequently Required)

1. Twisting:	Occasionally required
2. Bending:	Occasionally required
3. Crawling:	Not required
4. Squatting:	Not required
5. Kneeling:	Not required
6. Crouching:	Rarely required
7. Climbing:	Frequently required
8. Balancing:	Not required

Work Surface(s):

Standard office desk and chair. Carpet, tile and concrete floors, dirt, grass, and gravel. Stairs. Motor vehicle and school buses.

During the Work Day, Employee is Required to:

	<u>Consecutive Hours</u>									<u>Total Hours</u>							
Sit	1	2	3	4	5	6	7	8		1	2	3	4	5	6	7	8
Stand	1	2	3	4	5	6	7	8		1	2	3	4	5	6	7	8
Walk	1	2	3	4	5	6	7	8		1	2	3	4	5	6	7	8

Work Performed: Inside: 95%
Outside: 5%

Cognitive and Sensory Requirement(s):

1. Talking:	Necessary for communicating with others.
2. Hearing:	Necessary for receiving information, instructions and inquiries.
3. Sight:	Necessary for doing job effectively and correctly.
4. Tasting and Smelling:	Necessary for doing job effectively and correctly

Other Training, Skills and Experience Requirements:

Ability to work with staff, vendors, regulatory agencies, and the community.

Ability to read, interpret and apply statutes, rules, regulations and policies.

Experience in fund accounting, personnel administration, contract negotiation, bid administration, facilities maintenance, transportation, food service, risk management, and the municipal budget process.

Understanding of federal and state laws regarding schools, municipal finance, labor, personnel, pupil transportation, and hazardous wastes.

Summary of Occupational Exposures:

Some exposure to cleaning fluids, office machine toner, disinfectants, fuels, lubricants, paints and solvents.

Other Considerations and Requirements:

This position requires employee to be able to work on multiple tasks simultaneously. Employee is typically able to work at his/her own pace.

Applicants will be subjected to a criminal background check required by state law. Employee must pass background check to enable bonding by the district’s liability insurance carrier.