**Title: School Business Manager**

**Qualifications:**

* Licensure /eligibility as a School Business Administrator
* Master’s Degree in accounting or related field
* Public school experience as a Business Administrator
* Previous experience with the facility building/refurbishing process
* Demonstrated proficiency with Microsoft applications
* Excellent interpersonal, oral and written communications skills

**Reports To: Superintendent of Schools**

**Job Goal**: The School Business Administrator works collaboratively with the District’s Principals and Administrators and is responsible for the planning, development and coordination of the fiscal and operating services and other resources necessary to support the instruction of students.

**Performance Responsibilities:**

1. Serves as a member of the Superintendent’s Leadership Team.
2. Assumes responsibility for the internal management and administration of the District’s finances including budgeting, purchasing, accounting and payroll practices and systems, in accordance with School Committee policy, state and federal laws and regulations.
3. Prepares the annual operational and capital budget, including but not limited to, the preparation of a budget compilation coordinated with educational planning and long-term fiscal planning, as estimation of receipts, budget control procedures and a reporting of fiscal relationships with other government units.
4. Establishes and maintains adequate systems to manage the approved budget including, but not limited to, the general fund, internal accounts, student activity accounts, voucher and payroll preparation, inventory, long-range capital programs and reporting
5. Provides the School Committee, Superintendent and other management staff with budget forecasts, projections and priorities to assist in the decision-making process, including collective bargaining
6. Ensures the district’s compliance with applicable budgeting, financial, accounting and taxation laws and state and federal regulations.
7. Provides monthly accounting reports of all revenue and expenditures.
8. Prepares the DOE End of the Year Report for all schools and coordinates the submission of all state and federal statistical and financial reports.
9. Administers the District’s E-Rate, Municipal Medicaid Program and Circuit Breaker funding and recordkeeping.
10. Collaborates with the Town’s Finance Director and Treasurer to manage all business functions between the school department and the Town and to develop efficient fiscal management systems and accounting procedures.
11. Functions as the District’s procurement officer under the provisions of MGL, Chapter 30B and assumes such responsibilities as required by law.
12. Prepares all bid documents, including notice to bidders’ instructions, specifications, and bid forms, and oversees public bid openings.
13. Maintains inventory controls and equipment depreciation schedules.
14. Assumes responsibility for the certification of all accounts payable and expedites prompt payment of qualified invoices.
15. Supervises the record keeping for federal and state grants and district revolving accounts
16. Coordinates all capital expenditure projects.
17. Administers the district’s transportation program including, but not limited to, the assignment of students to proper bus routes, balancing routes as necessary, negotiating route changes required by changes in enrollment, addressing parental concerns in route and bus stop decisions.
18. Assists the Director of Pupil Services with special education transportation contracts.
19. Manages supervises and evaluates the business office staff.
20. Oversees the personnel management of the District’s staff including but not limited to, the maintenance of personnel records and reports, ensuring compliance with payroll procedures, individual earnings records, salary schedules and payments.
21. Assist the Superintendent in ensuring compliance with District policies and the administration of collective bargaining agreements
22. Supervises the Food Service Director in the operation of the District’s cafeterias and food service.
23. Supervises the Facility Director in the maintenance of all school buildings and grounds including, but not limited to, mechanical systems, capital repairs, consumption of utilities, maintenance and custodial supplies and the adequate staff coverage to perform the necessary functions to ensure a safe and clean environment for the students and staff.
24. Supervises the Technology Coordinator in the development and implementation of technology support systems to facilitate the effective management of the District and to support instruction to the District’s schools.
25. Negotiates and oversees service contracts.
26. Attends all School Committee meetings and provides information to them through the Superintendent of Schools.
27. Performs all other tasks, which assigned, by the Superintendent.

**Terms of Employment:** 12-month year

Approved 12/12/2007