

**BARNSTEAD SCHOOL DISTRICT
Business Administrator**

POSITION: Business Administrator

QUALIFICATIONS: 1. Certified (or certifiable) as a Business Administrator or Assistant Superintendent by the NH State Department of Education.
2. Training and experience with current financial management technology.
3. Experience in business/financial operations.
4. Experience in educational administration.

REPORTS TO: Superintendent of Schools

JOB GOAL: To manage the financial operation and general administrative matters of the Barnstead School Districts and the School Administrative Unit #86, as directed by the Superintendent of Schools, in order to provide the best possible educational services with the resources available.

TERMS OF EMPLOYMENT: As approved in Administrative Contract.

EVALUATION: By the Superintendent of Schools.

GENERAL DUTIES:

A. General Duties

1. Supervises and coordinates the work of the Bookkeeper and the Financial and Administrative Assistants through weekly meetings and daily briefings. Serves as the SAU Office Manager in directing all aspects of the work flow of SAU support staff personnel.
2. Serves as an active member of the SAU #86 Administrative Team.
3. Attends Board meetings and prepares reports for the Board as directed by the Superintendent.
4. Reviews all contracts that have not been sent out to bid.
5. Submits expenditure reports to the Budget Committee Chairman.
6. Prepares Board reports and other required reports in a timely fashion.
7. Performs all other duties assigned by the Superintendent, including the review of all regular and email correspondence. Redirects correspondence to the appropriate administrator and recommends responses to the Superintendent.

B. Budget Development

1. Directs and coordinates preparation of budgets by assisting local administrators, originating SAU-controlled accounts, and by coordinating those accounts prepared by the Superintendent of Schools. Reviews and coordinates the preparation of final budget proposals for the Superintendent to submit to Boards.
2. Prepares, in cooperation with the Financial Office Personnel, additional financial analysis required to understand budget proposals, as requested by the Superintendent of Schools and Boards.
3. Assure timely preparation of all budget documents required by the Superintendent, the Boards, Budget Committees, and state and federal agencies.

C. Financial Management

1. Ensures the maintenance of a program of accounting consistent with requirements of Handbook 2R by the financial staff. Keeps informed of any other requirements established by the NH State Department of Education and the NH Division of Municipal Services.
2. Ensures the development of a cash flow projection to be transmitted to the taxing authorities; a preliminary cash flow is produced in June for the following fiscal year, a revised cash flow projection is produced in the fall based on district assessments approved by the Division of Revenue Administration, NH Municipal Services Division.
3. Receives funds transmitted directly to the SAU #86 office, ensures that they are credited to the proper accounts, and transmits them to the appropriate school district treasurer.
4. Coordinates, in cooperation with the financial staff, the preparation of all payroll and accounts payable manifests for action by the Superintendent and the local School Boards.
5. Coordinates the periodic financial statements required by the Superintendent of Schools, the Boards, state agencies, and federal agencies.
6. Reviews all periodic financial reports and provides observation and guidance to local administrators, the Superintendent of Schools, and Boards in interpreting reports and controlling the expenditures of all funds.
7. Coordinates and supervises financial transactions in principals' accounts and food service programs - including continuous internal auditing.
8. Recommends and coordinates professional audits, as required by law and Board policies.
9. Provides, at the request of the Superintendent and Boards, and suggests by initiative, cost analyses which will improve program cost effectiveness.
10. Provides any additional analysis relative to revenue and expenditures which will guide the Superintendent and Boards in financial planning and management.
11. Coordinates the development of IDEA Grant applications in conjunction with the Student Services Directors of the three schools. Monitors the expenditure of funds. Determines the extent of proposed revisions to the grants. Reports significant changes in grant development and expenditures to the Superintendent of Schools.

12. Reviews all proposed changes in grant allocations, and makes recommendations to the Superintendent regarding proposed changes.
13. Directly supervises the operation of the Food Service operation at each school through supervision of SAU Financial Assistant in addition to contact with principals and food service managers.
14. Coordinates with the Principal, supervision of the custodial staff.

D. Business Management

1. Prepares bid specifications, as required by Board policies.
2. Solicits bids, as required by Board policies.
3. Develops and maintains a risk management program and recommends new risk management practices.
4. Manages all contracts executed by the Superintendent and Boards including the Collective Bargaining Agreements of the Districts. In conjunction with the Bookkeeper, reviews and approves all requests for leave, reimbursement, and attendance at workshops and conferences by teaching and support staff.
5. Plans and coordinates pupil transportation services in cooperation with contractors and principals. Reviews all student disciplinary matters referred to the Office of the Superintendent. Resolves disciplinary matters, or when appropriate, makes recommendations to the Superintendent of Schools.
6. Assists the Superintendent in recruiting, hiring, training, supervising, and evaluating all secretarial, financial, custodial, food service, and other support staff.
7. Initiates cost-savings procedures in purchasing and monitors purchasing by all administrators and staff.
8. Supervises, through and in cooperation with principals, building maintenance and food service programs.

E. Educational Leadership

1. In concert with building administrators, prepares, schedules, and leads monthly administrative meetings of Barnstead Administrative Leadership Team.
2. Maintains liaison with social, professional, civic, volunteer, and other community agencies and groups having an interest in the schools.

(Second/Approved Reading: 05/24/16)
(First Reading: 05/16/16)
(Revised: 05/21/03)