

## ***FALL MOUNTAIN REGIONAL SCHOOL DISTRICT***

**Position Title:** Business Administrator

**Job Classification:** Exempt

**Terms of Employment:** Full Year

### **Qualifications:**

- Master's Degree in Business Administration or related field preferred, bachelors required.
- Valid NH Business Administrator Certification (preferred)
- At least 3 years of experience in a business or financial leadership position required, preferably in municipal or school setting
- Understanding of the principles and practices of financial accounting and reporting procedures consistent with state and federal law and GAAP requirements as well as financial budget planning and administration, insurance/risk administration, purchasing, accounting and reporting
- Working knowledge of facilities planning and administration, construction/maintenance, administration of transportation and food service or ability and willingness to learn
- Excellent organizational, communication and interpersonal skills
- Must have excellent integrity and character
- Ability to attend evening meetings of the school board and committees
- Experience and other qualifications as specified by the Superintendent

**Reports to:** Superintendent of Schools

### **Supervises:**

Financial Services Manager  
Transportation Manager  
Facilities Director  
Food Service Director (contracted service)

**Evaluation:** This position will be evaluated annually in accordance with the provisions of the School Board's policy on evaluation of administrative personnel.

### **Job Goal:**

The Business Administrator is the primary financial advisor to the Superintendent and the school board and is responsible for administering the business and financial affairs of the district in such a way as to ensure the best possible educational services within available financial resources in accordance with local, state and federal laws.

### **EDUCATIONAL ORGANIZATION**

- Work with administration to support school district goals and improve the overall educational program.
- Develop and manage a financial model to monitor and insure the district's financial health.

- Apply ethical standards to school business administration.
- Attend school board and budget committee meetings as needed.
- Participate in school district committees and union negotiation teams as needed.
- Select and work with professional advisors and contractors to manage financial resources, payroll & benefits, facility and property, information, and ancillary services.
- Review, analyze, and implement law relative to the management of financial resources, payroll and benefits, facility and property, information, and ancillary services.
- Assist in the development and application of policies, rules, collective bargaining agreements and law in the management of financial resources, payroll and benefits, facility and property, information, and ancillary services.

## **FINANCIAL RESOURCE MANAGEMENT**

- Prepare budgets, in conjunction with board, superintendent and principals, including expenditures and revenues, from budget timeline development to final approval
- Provide financial assistance for long range planning.
- Prepare school district warrants and annual report documents.
- Prepare interim and annual financial reports for the school board, budget committee, and/or state, local and federal governments and file as required.
- Administer a budget control system for the District, following the directive of the State of NH and federal government in Handbook II Revised.
- Manage all financial operations and funds using appropriate technology and proper accounting practices.
- Manage the school district's cash, investments, debt, and state revenue reporting.
- Coordinate the collection, safekeeping and distribution of all funds.
- Comply with finance related legal and contractual provisions.
- Manage the annual financial audit.
- Monitor and interpret changes in local, state, and federal funding.
- Explore alternative revenue sources and assist in grant applications.
- Assist in preparing enrollment figures and personnel projections.
- Act as advisor to the Superintendent of Schools, and to the school board when requested by the Superintendent, on questions relating to the business and financial affairs of the District.
- Oversee the management of contracted services.

## **PAYROLL & BENEFIT MANAGEMENT**

- Oversee the payroll process
- Assist with the management of personnel and benefits in conjunction with Human Resources.
- Administer collective bargaining agreements and other personnel agreements.
- Assess the cost of salary and benefit packages.

## **FACILITY AND PROPERTY MANAGEMENT**

- Assist in the preparation of a facilities development program and related school construction projects.
- Manage maintenance and operations of District buildings, in conjunction with the Facilities Director, to keep buildings clean, energy efficient, and well kept.
- Manage bidding and purchasing procedures.
- Manage supply and fixed asset management.
- Oversee real estate transactions.
- Oversee district AHERA compliance.

## **RISK MANAGEMENT**

- Develop and manage a comprehensive risk management program.
- Assess the risk limitations and cost of insurance programs.
- Process and monitor insurance claims as needed.
- Adhere to the legal requirements for insurance.
- Oversee the use of school facilities.

## **STUDENT TRANSPORTATION**

- Manage operations and maintenance of District buses, in conjunction with the Transportation Director, to keep student transports efficient and safe
- Assess the limitations and cost of student bus proposals.
- Comply with transportation related legal and contractual provisions.

## **FOOD SERVICE**

- Assist with the efficient operation of the contracted food service program in conjunction with the Food Service Management Company and Food Service Director.
- Assess the cost of food service proposals.
- Comply with food service related legal and contractual provisions.

## **OTHER**

- Attend appropriate professional meetings at the local, state and national level as requested by the District.
- Performs any other tasks or assumes such other responsibilities as the Superintendent may assign from time to time.

## **Physical Requirements:**

While performing the duties of this job, the employee is frequently required to sit. The employee will occasionally be required to stand, walk, bend and reach. The employee must be able to occasionally lift and/or move items weighing up to 15 pounds. Manual dexterity is required to finger, handle or grasp objects. Must be able to hear, talk and see. Employee is regularly required to handle stressful situations and resolve conflicts. Ability to travel occasionally within and outside of District.