SOUTHINGTON Public Schools

JOB DESCRIPTION

TITLE: **Director of Business and Finance**

QUALIFICATIONS:

1. State of Connecticut certification as school business administrator (085).
2. Minimum of three (3) years educational experience or documented equivalent. (CPA preferred).
3. Demonstrated knowledge of educational budgeting procedures and State of Connecticut accounting procedures for education.
4. Demonstrated knowledge of financial software as it applies to business and finance matters.
5. Such alternatives to the above as the Board may find appropriate and acceptable.

REPORTS TO:
Superintendent of Schools

SUPERVISES:

1. Accounting Manager and Business Office staff
2. Payroll Supervisor and Payroll Office staff
3. Food Service Director

JOB GOAL:
To ensure the efficient operation of all school system business affairs and fiscal matters.

PERFORMANCE RESPONSIBILITIES:

1. To assume responsibility for preparing the annual Board of Education budget.
2. To supervise the operation of the business office which includes payroll and purchasing departments.
3. To be responsible for budget control, the accurate accounting of all expenditures and the preparation of all financial statements.
4. To organize the information and data needed to file all financial reports for the state and federal governments, including all regular and specially funded programs.
5. To develop and administer the Board's comprehensive insurance programs.
6. Provide financial information for contract negotiations to support the Human Resource Manager and Board Attorney with negotiations.
7. To lead and work with the Food Service Director in providing for effective implementation of the school system's food service program.
8. To assume direct responsibility of the completion, monitoring and fund requests of all state and federal grants.
9. To work cooperatively with the town finance director to attain full reconciliation of accounts.
10. To provide necessary information to auditors as required.

Revised 6/3/04; Revised 7/1/09; 4/6/21
BOE Approved 4/22/21

11. Supervise all student activity accounts.
12. To perform such other related duties and responsibilities as assigned by the Superintendent of Schools.

TERMS OF EMPLOYMENT:
Twelve-month work year with salary, benefits, and working conditions established by the Board of Education.

EVALUATION:
Performance to be evaluated annually by the Superintendent of Schools.

Revised 6/3/04; Revised 7/1/09; 4/6/21
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