Wilton-Lyndeborough Cooperative School District
School Administrative Unit # 63

Job Description

Position: Business Administrator

Reports To: Superintendent

Qualifications:

- Bachelor's Degree in Business Administration, Master's Degree preferred in Business Administration/ Finance and Operations Supervision
- Skills, competencies, and knowledge outlined in NH Administrative Rules Ed 506.03
- School experience preferred or comparable business experience
- Eligibility for NH certification; Certificate preferred
- Experience and other qualifications as specified by the Superintendent

Background Check: Candidate will need to successfully pass a background investigation to include fingerprint and criminal history evaluation.

The Business Administrator is responsible for overseeing the business function of the school district to provide the best possible educational services in accordance with local, state, and federal law.

General Duties & Responsibilities:

PERFORMANCE RESPONSIBILITIES: EDUCATIONAL ORGANIZATION

- Work with administration to support school district goals and improve the overall educational program.
- 2. Develop and manage support staff to meet school district goals and improve the overall organization.
- 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, school district, and budget committee meetings as needed.
- Participate in school district committees as needed.
- Select and work with professional advisors and contractors to manage financial resources, human resources, facility and property, information, and ancillary services.
- Review, analyze, and implement law relative to the management of financial resources, human resources, facility and property, information, and ancillary services.
- Assist in the development and application of policies, rules, and law in the management of financial resources, human resources, facility and property, information, and ancillary service
- Performs any other tasks or other responsibilities as the Superintendent may assign from time to time.

This job description is not intended to be all-inclusive and employees may perform other tasks and assume other responsibilities as assigned by the supervisor.

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FINANCIAL RESOURCE MANAGEMENT

- Prepare budgets, including expenditures and revenues, from budget timeline development to final approval.
- Prepare school district warrants and annual report documents.
- Prepare revenue projections and estimates of expenditures.
- Prepare interim and annual financial reports for the school board, budget committee, and/or state.
- Manage all financial operations and funds using appropriate technology and proper accounting practices.
- Manage the school district's cash, investments in concert with the District Treasurer.
- Manage all receivables including those state, federal and local sources.
- Issues tuition invoices as needed.
- 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.
- . Manage bidding and purchasing procedures for all departments.
- . Provide administration for Federal Projects.

HUMAN RESOURCE MANAGEMENT

- Oversee the payroll process.
- Assist with the management of personnel and benefits.
- Oversee the issuance of personnel contracts.
- Assist with the development and management of personnel database
- Administer collective bargaining agreements and other personnel agreements.
- Assist with the management of staff development.
- Assess the cost of salary and benefit packages.

FACILITY AND PROPERTY MANAGEMENT

- Oversee facility planning and construction.
- Support maintenance/facilities program.
- Serve as the system's chief monitor regarding student and employee safety.
- Manage bidding and purchasing procedures.
- Oversee the vendor payment process. 6. Manage supply and fixed asset management.

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.
- Coordinate the use of school facilities with the Facilities Manager and building Principals.

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STUDENT TRANSPORTATION

- Support the student transportation system.
- Assess the limitations and cost of student bus proposals.
- Procure transportation services/billing as shared with other districts.
- Comply with transportation related legal and contractual provisions.
- Assist Transportation Director with the efficient and comprehensive routing and bus stop plan as needed.

FOOD SERVICE

- Support the food service program pursuant to USDA regulations.
- Assess the cost of food service proposals.
- Comply with food service related legal and contractual provisions.
- Assist with the efficient operation of the food service program.
- Oversee the Free and Reduced Meals Program for the district.

OTHER 1. Abide by the Code of Conduct as established by NHASBO.

2. Delegate as appropriate to other employees the exercise of any powers or the discharge of any duties with the knowledge that said delegation does not relieve the Business Administrator of responsibility for the action taken under such delegation.

3. Recommend for the Superintendent's consideration personnel actions to include appointments, promotions, suspensions, and dismissals.

4. Participate in special projects as assigned by Superintendent.

5. Performs any other tasks or assumes such other responsibilities as the Superintendent may assign from time to time.

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