# SOUTHERN BERKSHIRE
## REGIONAL SCHOOL DISTRICT

**PLEASE POST**
**November 9, 2026**

## INTERIM SCHOOL BUSINESS ADMINISTRATOR

The Southern Berkshire Regional School District has a vacancy for an Interim School Business Administrator. The School Business Administrator is responsible for planning, organizing, and directing the business and financial operation of the School System which includes all budgetary functions, system analysis, purchasing, contracted services and human resource management.

**Essential Functions:**

- Organizes and maintains effective business procedures for the schools and utilizes accounting methods, procedures, and controls
- Supervises the management of the financial affairs of the school system
- Assists the Superintendent in the development of the annual budget
- Manages budget expenditures and income for the school system through a well-developed program of accounting adequate to record in detail all money and credit transactions
- Investigates additional funding through grants and private foundations
- Supervises and examines the payrolls for all school employees and other bills and accounts involving the receipt and disbursement of funds
- Reviews and approves the purchasing of supplies, materials and services
- Administers a budget control system for the District
- Arranges for the internal and external auditing of Student Activity Accounts
- Serves as liaison with auditor on fiscal matters
- Manages the District's inventory programs
- Oversees establishment of bus routes and general functioning of transportation programs
- Designs and implements strong internal controls
- Provides understandable and accurate presentations on all fiscal matters to the town officials, town boards, school committee, and the general public
- Assists in recruiting, hiring, training, supervising, and evaluating all financial support personnel
- Assists the Superintendent and the School Committee in negotiations and is responsible for all financial information for negotiations
- Interprets the financial concerns of the District to the community
- Completes DESE End of Year Report and related reporting documents for DESE
- Develops specifications for all supplies and equipment
- Maintains financial supervision of construction and plant alteration programs
- In conjunction with District treasurer, pays all employees and reports and disburses income tax and retirement deductions
- Oversees the development of capital projects including the purchasing process, selection of vendors, contract preparation and awarding and inventory and supply
- Oversees use of school facilities for rentals
- Coordinates the district's E-rate application and administration of funds
- Represents the Superintendent on commissions, councils, committees, and at district functions, as assigned
- Performs other additional tasks as assigned by the Superintendent

**Ability To:**

- Maintain open lines of communication with the Superintendent, central office administrators, bookkeepers, building principals and town officials
- Communicate effectively, verbally and in writing
- Establish and maintain positive working relationships
- Plan, organize and coordinate the financial and human resource functions of the District
- Attend selected school functions
- Utilize collaborative leadership style

**Knowledge Of:**

- State and federal laws and administrative regulations relating to school and municipal finance
- District policies, rules and regulations
- Accounting, budgeting and forecasting
- Concepts relative to energy management
- Concepts relative to collective bargaining

**Qualifications:**

- Evidence of ability to perform each essential function satisfactorily. The requirements listed above are representative of the knowledge, skill and /or ability required
- Certification as a School Business Administrator through the Department of Elementary and Secondary Education
- Experience in a management capacity in an educational setting preferred, involving finance, operations and maintenance, purchasing, and human resource management
- Massachusetts Certified Public Purchasing Official (MCPPO) Certification recommended

**Education:**

- Master's Degree in Business, Finance, Public Administration, Management or related field

The Business Administrator for the Southern Berkshire Regional School District is a collaborative leader who understands that trust is foundational to effective district work. As a key member of the District Leadership Team, the Business Administrator builds and sustains strong and respectful partnerships with administrators, school committee members, selectboards, town administrators, educators, staff, families and community agencies to support district operations. This role requires a leader who communicates clearly, listens deeply, and engages colleagues with transparency and professional ism, The ability to foster trust, alignment, and shared purpose across the Leadership Team is essential to supporting the success and well-being of all students in the Southern Berkshire Regional School District.

**Salary Range:** $95,000-$110,000 per year, commensurate with experience

12-month, 8 hours per day position. Excellent benefits provided.

**Start Date:** TBD

**Application:** Apply via School Spring or attention of Michelle Castellano, Administrative Assistant to the Superintendent, SBRSD, 491 Berkshire School Road, Sheffield, MA 01257 or mcastellano@sbrsd.org with letter of interest, resume, 3 references and original transcripts.

**Application Deadline:** December 9, 2026

*The Southern Berkshire Regional School District*
*Does Not Discriminate on the Basis of Race, Color, Age, Creed, National Origin, Disability, Sex, Gender Identity, Religion, Limited English Proficiency, Housing Status, Actual or Potential Marital Status or Parental Status, or Sexual Orientation.*