

HAMPTON SCHOOL DISTRICT – SAU 90

7 Scott Road

Hampton, NH 03842

(603) 926-4560 ~ Fax (603) 926-5070

Notice of Vacancy – Business Administrator

Qualifications:

- A Bachelor's Degree in Business Administration, MBA preferred
- Demonstrated skills, competencies and knowledge of accounting systems and all defined areas as outlined in NH Administrative Rules Ed 506.03
- Experience in school district, municipal finance or comparable business experience
- NH Business Administrator Certification, or proof of eligibility for NH Business Administrator Certification
- Demonstrated effectiveness in communication and organizational leadership

Performance Responsibilities:

- Manage a financial model/budget to monitor and insure the District's financial health
- Select and work with professional advisors and contractors to manage 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 services
- Manage the payroll, accounts receivable, accounts payable, purchasing, contract bidding, grants, coordination with the district treasurer and all other financial aspects of the district
- 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
- Manage the payroll process
- Manage personnel and benefits
- Serve on building committees preparing specifications, advertisement, and evaluation of bids and monitor construction for facility maintenance, repair, renovation and projects
- Oversee the maintenance and operations to keep schools clean, energy efficient and well kept
- Develop and manage a comprehensive risk management program
- Allocate appropriate resources toward purchase and installation of technology and technology infrastructures
- Ensure compliance is achieved with transportation related legal and contractual provisions
- Manage the district Food & Nutrition program

The Hampton School District – SAU 90 is an Equal Opportunity Employer.
This position is subject to Hampton School District policy, rules and regulations.

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Details: Salary – TBD
Benefits – full package include health, dental, life, LTD, NH Retirement System, paid leave time, continuing education

To Apply: Apply online at: <http://www.applitrack.com/sau90/onlineapp>
Completed application will include cover letter, resume, proof of certification, transcripts, and 3 letters of reference.

Questions should be directed to:
Kathleen Murphy, Superintendent of Schools
7 Scott Road, Hampton, NH 03842
(603) 926-4560

Start Date: September 1, 2019

Deadline: Until filled

Posted: June 21, 2019

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