

PORTSMOUTH SCHOOL DEPARTMENT
1 Junkins Avenue, Suite 402
Portsmouth, New Hampshire 03801

Office of the
Superintendent Of Schools

(603) 431-5080
Fax: (603) 431-6753

Notice of Vacancy

Position: **Deputy Business Administrator**

Expected Transition to Business Administrator 2020-2021

Requirements:

- New Hampshire Certification or eligible for certification
- Knowledge of financial software packages
- Knowledge of Microsoft Office, especially Excel
- Public sector experience
- Technical expertise in building construction, building mechanical systems, and facilities oversight
- Knowledge of all phases of Human Resources
- CPA background helpful, especially in auditing and IRS compliance
- Experience with field of education and school environments
- High priority placed on “people skills”

Responsibilities:

(Partial List)

- Accounting – AR, AP, GL, payroll preparation and distribution
- Finance – financial reports for the Board, preparation of State financial reports, organization of data for school audits
- Budget – coordinate all budget expenditures, and estimate local, state, and federal revenue
- Purchasing – coordinate specifications and selection of supplies and equipment, prepare and evaluate all bids and requests for proposals
- Insurance and Risk Management – manage all district insurance programs, oversee workplace safety matters
- Plant maintenance and Custodial Services – manage all operation and maintenance services, provide services for buildings, grounds, and facilities as requested by Principals
- Food Service – conduct monthly cafeteria financial review and coordinate annual statement preparation
- Transportation – manage district transportation system, and act as system coordinator of federal and State transportation regulations
- Data Processing - supervise training of system users

The Portsmouth School Department values an inclusive culture and a diverse workforce.
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Notice of Vacancy – Deputy Business Administrator (continued)

**Responsibilities
(continued):**

- Office Management – manage jobs and projects flow with the business office, and provide for long-range and strategic planning
- Negotiations – serve as financial support to all negotiations teams, and develop salary and benefit summaries on an annual basis
- Compliance Management – OSHA Workplace Safety and American Disability Act (partial list)
- Personnel and Benefits – supervises posting, recruiting, transferring, hiring and dismissals of all non-professional personnel, and complete retirement benefit payments
- Community/Committee Team Participation – Joint Building Committee, Middle School Feasibility Study Committee, Strategic Planning, Central Office Administrative Team, Emergency Planning, Redistricting
- General Administrative Responsibilities – maintain district census data, supervise system-wide inventory process

Salary:

Per Negotiated Agreement

Please download the [administrative application](#) and send completed application packet along with cover letter, resume, certification, transcripts, and 3 letters of reference to:

Stephen Zadravec, Superintendent of Schools
Business Administrator Search Committee
1 Junkins Avenue, Suite 402
Portsmouth, NH 03801

Or email only one complete application packet to
apply@sau52.org

No Fax Applications Accepted

Start Date: July 1, 2019 (Negotiable)

Deadline: Until Filled

Posted: April 17, 2019

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