

SCHOOL ADMINISTRATIVE UNIT 58
NORTHUMBERLAND – STRATFORD – STARK
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Patricia J. Brown
Business Administrator

Dr. Ronna Cadarette
Superintendent of Schools

Michelle Mason
Student Services Administrator

SAU #58
Northumberland~Stark~Stratford
2021-2022 VACANCY
BUSINESS ADMINISTRATOR

SAU #58 has three small, rural districts in Northern New Hampshire. We are looking for an individual who appreciates the beauty of our communities and the intricacies of small towns to join our experienced team. There are four schools: Stratford Public School Pre-K-8; Stark Village School K-6; Groveton Elementary School K-5; and Groveton Middle/High School. The schools are the center of these small communities, and there is great pride in the long history of support to bring excellence to students.

Qualifications:

Bachelor degree preferred
Hold or willingness to seek ASBO certification (10 - 90 day courses)
NHDOE Business Administrator certification preferred
Strong organizational skills
Excellent written and oral communication and computer knowledge
Business and accounting experience required

Performance Responsibilities:

Preparation, oversight, and reporting for four budgets of approximately \$10M
Monitor grants
Manage payroll, human resources, and accounts payable
Produce monthly budget summaries and annual reports
Prepare annual audit materials and oversight for all state and federal requirements
Approve purchase orders
Oversee buildings and grounds operations
Coordinate food service, transportation, and nursing contracts
Adhere to all Governmental Accounting Standards Board (GASB) requirements

Full-time position with competitive salary and benefits commensurate upon experience and qualifications. Vacation, holidays, personal and sick leave, cell phone allowance, mileage reimbursement, and professional development opportunities.

Internal candidates are encouraged to apply.

Service to Children, the Community, and the Future
An Equal Opportunity Employer

Interested parties please submit your letter of interest, resume, and three current letters of reference, and on-line application via School Spring. For more information, contact SAU 58, Dr. Ronna Cadarette at 603-636-1437. This position is open until filled.