

# ***BUSINESS ADMINISTRATOR***

## **School Administrative Unit #20**

The School Administrative Unit #20 seeks a dedicated Business Administrator who works collaboratively with the Superintendent and his Administrative team and School Boards.

Responsibilities include, but are not limited to:

- ◆ Coordinate school district budget process, including presentation to School Board and communities of the SAU #20 Districts along with preparation of final approved operating budget;
- ◆ Monitor and authorize the expenditure of approved funds;
- ◆ Oversee the management of the physical plant, including custodial, transportation food service and risk management for the Districts and the SAU;
- ◆ Monitor district safety, security and energy conservation;
- ◆ Ensures compliance with federal, state and local regulations.

Successful candidates must be eligible for New Hampshire DOE requirements for Business Administrator certification. Preferred experience includes five years in a similar or related position that demonstrates knowledge of budgetary process, purchasing and inventorying procedures, labor negotiations, school law, and financial reporting.

◆ Salary Range - \$70,000-\$80,000

◆ Excellent Benefit Package

Start Date July 15, 2021

*Application Review will begin June 18th.*

For further information and to submit your application

Visit School Spring at [schoolspring.com](http://schoolspring.com)

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