

Gerald R. Kiesman  
Administrator in Charge  
Superintendent &  
Business Services

Robert F. Qua  
Special Education Director

**SCHOOL ADMINISTRATIVE UNIT #64**  
20 School Street  
Milton, New Hampshire 03851  
Telephone (603) 652-0262  
Fax (603) 652-0250

Kathie M. Vigue  
Administrative Assistant

Susan D. Delisle  
Financial Clerk

Timothy E. Eldridge  
Transportation Coordinator

### **SAU 64 BUSINESS ADMINISTRATOR/BUSINESS MANAGER**

#### **Qualifications:**

- Bachelor's degree in Business Administration and/or Municipal Finance
- NH Certification as a School Business Administrator or working towards certification
- Three years' experience in financial management accounting with at least one year in governmental/ municipal accounting
- Knowledge of NH school business processes
- Knowledge of Infinite Visions software

#### **Job Goal:**

- To administer the business affairs of the School Administration Unit using financial resources efficiently and effectively to achieve the educational goals of the School District.

#### **Contract:**

- Full time.
- Salary commensurate with experience for Business Administrator or Business Manager.

**Reports To:** Superintendent of Schools

**Supervises:** Supervises and evaluates all Business Office personnel and other staff as to achieve the educational goals of the School District

#### **Responsibilities:**

- Manage jobs and project/work flow within the Business Office
- Plan, prepare, and implement the annual budgets of the School District and SAU based upon resources and needs
- Coordinate and monitor all budget expenditures, and estimate local, State, and Federal revenue for the SAU
- Establish and maintain long-range and other fiscal plans
- Supervise the accounting system and oversee monthly bank and balance sheet reconciliations
- Facilitate management control of all financial operations and funds, using appropriate technology
- Act as advisor to the Superintendent on all matters relating to the business and financial affairs of the District
- Timely preparation of monthly financial reports for the School Board and timely preparation of State financial reports to ensure all deadlines are met
- Organize data for school audits and prepare Management Discussion & Analysis for annual audits
- Oversee payroll preparation and ensure proper benefits management and compliance with tax and employment laws
- Serve as District purchasing agent; coordinate purchasing specifications and selection of supplies and equipment, prepare and evaluate all bids and requests for proposals
- Negotiates any financial loans, bonds or other borrowing by the SAU
- Ensure that all District fiscal, insurance, custodial, maintenance, food, and transportation services comply with the policies of the Board and the regulations of the State and Federal governments
- In conjunction with principals and facility director, assure the efficient operation and maintenance of all buildings, grounds, and facilities; develop and implement a multi-year maintenance plan and long-range facilities master plan

- Assume responsibility to assure the effective operation and compliance with both State and Federal guidelines of the school food service department and efficient management of the school lunch program
- Assume responsibility for the safe, efficient operation of student transportation system, ensure proper maintenance of District-owned buses, review routes, handle all business aspects of contracted transportation services and act as system coordinator of Federal and State transportation
- Analyze the effectiveness of District programs in his/her area of responsibility and recommend changes in program direction, staffing, or management strategies as necessary
- Supervise and ensure the proper functioning and evaluation of District personnel assigned to his/her areas of responsibility
- Strive to increase the capability of the staff assigned to his/her area of responsibility through consultation and professional development
- In conjunction with technology director(s) coordinates, manages and oversees the acquisition and maintenance of business office hardware and software, and supervises the training of system users
- Serve as financial support to all labor negotiations teams, providing figures and financial advice, as needed
- Assists with policy development for all aspects of school business operations
- Attend School Board meetings preparing and presenting clear and concise reports to interpret the budget and the district affairs under his/her supervision to board members and the school district community
- Functions as a member of the Administration Leadership Team, attending meetings regularly
- Engage in appropriate studies and activities to improve professional competence
- Participate in appropriate local, State and National professional meetings
- Keep informed of the latest research trends in pertinent areas of position responsibilities
- Perform such other duties as may be required by the Superintendent or School Board

Send to: SAU 64 Business Administrator Search  
20 School Street  
Milton, NH 03851

APPLICATION DEADLINE IS FEBRUARY 15, 2022