

**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

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## **NOTICE OF VACANCY**

**Position:** **Business Administrator**

- Requirements:**
- NH Department of Education Certification as Business Administrator (as of June 30, 2023) or eligible for certification
  - Bachelor's Degree in business administration, finance, accounting, or related field, Master's Degree preferred
  - Experience with contemporary financial software solutions
  - Competency with Microsoft Office, especially Excel
  - Experience with oversight of facilities management including building construction and capital maintenance
  - Knowledge of fundamental elements of human resources
  - Ten (10) years experience in financial management and accounting leadership with at least three (3) years in governmental/municipal accounting preferred
  - Familiarity with NH statutes applicable to public schools
  - Experience in education and school environments preferred
  - High priority placed on "people skills"

- Responsibilities:**  
**(partial list)**
- Accounting – AR, AP, GL, payroll preparation and distribution
  - Finance – financial reporting to the school board, preparation of state financial reports, and organization of data for school audits
  - Budget – coordinate all budgeting for expenditures, and estimate local, state, and federal revenues
  - 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
  - Facilities Maintenance and Custodial Services – supervise full-time facilities director in managing all operation and maintenance services, provide services for buildings, grounds, and facilities as requested by principals
  - Food Service – supervise full-time school nutrition director in operating full-service program, conduct monthly cafeteria financial review, and coordinate annual statement preparation

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**NOTICE OF VACANCY – CONTINUED**

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- Student Transportation – oversee contracted provider(s) of district student transportation and ensure compliance with state and federal transportation regulations
- Data Processing – supervise training of system users
- Office Management – manage jobs and projects flow with the business office and provide for long-range/strategic planning
- Negotiations – provide fiscal support to all negotiating teams, and develop salary and benefit summaries on an annual basis
- Compliance Management – ensure compliance with OSHA Workplace Safety and American Disability Act (partial list)
- Personnel and Benefits – supervise posting, recruiting, hiring, onboarding, and dismissals of school employees
- General Administrative Responsibilities – serve as a member of the district leadership team, assist the Superintendent of Schools in support of school board, and liaise as necessary with city departments

**Compensation:**

Competitive Salary Per Negotiated Agreement

Employee Benefits package includes Health and Dental insurance, Group Term Life insurance, Short-Term and Long-Term Disability insurance, NH Retirement System, Professional Development, Course Reimbursement, Paid Leave Time, and more.

**To Apply:**

Applications are accepted online at:

<https://www.applitrack.com/portsmouth/onlineapp/>

or find School Employment Opportunities under Departments on the School Department website at [www.cityofportsmouth.com/school](http://www.cityofportsmouth.com/school)

**Start Date:**

July 1, 2024 (earlier start possible)

**Deadline:**

Until Filled

**Posted:**

March 28, 2024

The Portsmouth School Department values an inclusive culture and a diverse workforce.  
**An Equal Opportunity Employer – Equal Educational Opportunities**