



HOME OF THE LUMBERJACKS

Lincoln-Woodstock Cooperative School District/SAU#68
72 Linwood Drive, Lincoln NH 03251
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Debra O'Connor, MBA
Financial Manager

Mary Steady, Ed.D.
Superintendent

Nancy Bartlett, M.Ed.
Director of Pupil Services

The Lincoln-Woodstock Cooperative School District, SAU #68, announces an opening for a School Business Administrator beginning July 2026:

The Lincoln-Woodstock Cooperative School District is seeking a strategic and experienced School Business Administrator (BA) to manage the district's finance and operations. Reporting directly to the Superintendent, this is a critical leadership role responsible for all non-instructional functions, requiring proven expertise in NH public school finance.

Key Responsibilities

The BA oversees the integrity and efficiency of the district's operations, including:

- **Financial Management:** All accounting, payroll, cash management, auditing, and federal grants reporting. Ensure compliance with State (NH RSA), GASB, and federal regulations.
- **Budgeting:** Develop, monitor, and present the annual operating budget to the Superintendent, School Board, and local voters.
- **Operations & HR:** Oversee transportation, food services, facilities/maintenance, capital projects, benefits administration, and non-certified personnel contracts.
- **Procurement & Risk:** Manage bidding, contracts, purchasing, insurance programs, and risk mitigation.

Qualifications

- **Education:** Bachelor's degree in Accounting, Finance, Business Administration, or a closely related field required; Master's degree preferred.
- **Certification:** Must hold or be eligible to obtain a NH School Business Administrator Certification or NHASBO BA Professional Certification.
- **Experience:** A minimum of three (3) years of experience in public school and finance/administration is highly preferred, with a strong knowledge of NH educational funding formulas and municipal budget law (RSA 32).
- **Skills:** Demonstrated proficiency in financial software, spreadsheet applications, and state reporting systems. Excellent analytical, communications (verbal & written), and interpersonal skills.

Salary and Benefits

- **Salary:** Competitive and commensurate with experience.
- **Benefits:** Comprehensive benefits package includes medical, dental, life insurance, and enrollment in the NH Retirement System.

Application Process

Interested candidates should submit the following materials electronically or by mail by **December 31, 2025**.

1. Letter of Interest
2. Current Resume
3. Three (3) Current Letters of Recommendation
4. Transcripts

Please address letters of interest to:

Dr. Mary Steady, Superintendent of schools and send to: Sharon Holt, Lincoln-Woodstock Cooperative School District, 72 Linwood Drive, Lincoln, NH 03251 or email to: sholt@lin-wood.org

SAU Fax: (603) 745-2352

SAU Physical Address: 78 Main Street, Suite 3, Lincoln NH 03251