



# Business Administrator (Director of Finance and Operations)

Portsmouth School Department  
Portsmouth, New Hampshire  
Start Date July 1, 2026

Lead with impact in a  
high-performing coastal community.

The Portsmouth School Department seeks a strategic and collaborative leader to guide the district's financial and operational systems. This executive-level role partners closely with the Superintendent and School Board to support long-term sustainability, strong operations, and responsible stewardship of public resources.

## Why This Role

Executive leadership | Strategic finance | District-wide impact | Operational oversight

### Key Responsibilities

- Lead district budget development and long-range financial planning
- Oversee financial reporting, accounting, and regulatory compliance
- Direct operational systems including transportation, food service, and support services
- Manage purchasing, contracts, and vendor relationships
- Provide strategic financial analysis to support Superintendent and School Board decisions

### Qualifications and Experience

- Degree in business, finance, accounting, or related field
- Significant experience in financial leadership and budget management
- Experience in governmental, municipal, or complex organizational environments preferred
- Demonstrated leadership of teams, systems, and operations
- Strong analytical, communication, and strategic planning skills

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