

**NEW HAMPSHIRE PUBLIC SCHOOLS
SCHOOL ADMINISTRATIVE UNIT #1**

**CONTOOCCOOK VALLEY SCHOOL DISTRICT
OFFICE OF THE SUPERINTENDENT OF SCHOOLS
106 Hancock Road, Peterborough, NH, 03458-1197**

Kimberly Rizzo Saunders, Ed.D.
Superintendent of Schools
ksaunders@conval.edu

Ann Forrest, Ed.D.
Assistant Superintendent of Schools
aforrest@conval.edu

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CONTOOCCOOK VALLEY SCHOOL DISTRICT*

POSITION TITLE: Business Administrator (BA)

SUPERVISOR: Superintendent of Schools

QUALIFICATIONS:

- Certification or certifiable as a School Business Administrator
- Master's Degree from an accredited educational institution in Business Education Administration, Finance, or Accounting and/or
- Training and/or experience in school business management, including at least 3 years in a supervisory capacity
- Experience in public school administration preferred.
- A knowledge of applicable RSA's and regulations as it relates to the total range of financial planning and reporting within a school business setting
- Demonstrated ability to actively participate in district wide strategic planning.
- Financial, information systems, and facilities experience preferred

SUMMARY:

This position is responsible for the planning, administration and conduct of the business affairs of SAU #1, in accordance with state laws, policies and practices of the School Board and the direction of the Superintendent of Schools. The BA is responsible for the continuous review of and recommendations for change in the business policies of the district, for the direction and administration of other assigned projects, for the developing and staffing of these functions in accordance with SAU #1 Board policies and the direction of the Superintendent.

DUTIES AND RESPONSIBILITIES:

Skills & Abilities

- Problem Solver
- Interpret and monitor various financial statements
- Effective public relations skills
- Expertise in Systems Thinking
- Analyze data
- Strategic planning
- Use effective interview techniques
- Demonstrate written and oral communication skills
- Knowledge of effective budgeting practices
- Knowledge of local, state, and federal financial reporting requirements, including GASB AND GAAP

Budgeting

- Financial management, control, and reporting of all funds within the District
- Establish and implement budgetary guidelines

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- Compile all relative statistical data for the preparation of the annual budget
- Develop the annual budget timeline
- Prepare all budget development documents as required
- Review, revise, and recommend applicable policies and procedures
- Interpret and supervise the expenditures of all approved budgets
- Arrange for annual audits, prepare all documentation for, and comply with all audit requests
- Process all applicable state reports, including the MS26 (Posted Budget), MS22 (Report of Appropriations Voted), and MS25 (Annual Expenditure Report)

Financial Accounting

- Classify, report, and analyze all financial records of the District
- Perform monthly expense and revenue projections
- Develop and implement financial and accounting policies and procedures that meet all local, state, and federal requirements, including GAAP and GASB
- Assume responsibility for all audit requirements, including maintaining fixed asset schedules and inventories
- Supervise, record, and evaluate the District's debt service program
- Develop and implement a records retention policy that meets legal requirements
- Review, revise, and recommend applicable policies and procedures
- Responsible for and supervises Payroll, Accounts Payable and Grant funding.
- Responsible for all Bond related actions

Purchasing

- Establish and administer the procedure and practice for all purchasing requirements of the District
- Prepare bid specifications and requests for proposals for goods or services in accordance with District policies and state regulations as necessary
- Review, revise, and recommend applicable policies and procedures

Facilities

- In conjunction with the Facilities Director, develop and implement a Facilities Maintenance Plan that meets state and federal guidelines
- Develop and maintain capital asset schedules and inventory
- Develop and implement the District's Capital Improvement Plan
- Assume reporting responsibility for all facilities management operations
- Review, revise, and implement energy management programs
- Develop and implement a plan to improve responsiveness and effectiveness of central maintenance services provided to the schools
- Review, revise, and recommend applicable policies and procedures

Risk Management

- Manage the District's Risk Management and Joint Loss Safety Programs
- In conjunction with appropriate parties, provide in service programs related to risk management as necessary
- Review, revise, and recommend applicable policies and procedures

Student Transportation

- Support the student transportation system
- Assess the limitations and cost of student bus proposals
- Procure transportation services
- Comply with transportation related legal and contractual provisions

Food Service

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- In conjunction with the Food Service Director, maintain general supervision and evaluation of the program
- Assess the cost of food service proposals.
- Comply with food service related legal and contractual provisions.
- Assist with the efficient operation of the food service program.

Support Services

- Assume responsibility for the reporting of food service operations
- Make recommendations concerning purchases, accounting, and inventory as necessary
- Review, revise, and recommend applicable policies and procedures
- Assume responsibility for the coordination of school transportation services, including request for proposals and contract implementation
- Review, revise, and recommend applicable policies and procedures

Other Duties and Responsibilities

- Participate as an active member of the SAU Leadership Team
- Serve as a resource person to the Superintendent and/or those directly involved in, or concerned with, bargaining and negotiation processes.
- Maintain regular liaison and communication with NH DOE officials and other state agencies concerned with the financial matters of the District matters.
- Maintain effective relations with, and act as a resource for School Board, Selectmen's Advisory Committee, other elected officials, staff, students, vendors, public agencies, media, private organizations and the public
- Administer district insurance providers of such coverage as Health, Dental, Life, Disability, and Liability for staff and property
- Perform other tasks or services as may be assigned by the Superintendent
- May be appointed by the School Board as Board Clerk.

Evaluation & Professional Growth

The individual in this position is expected to participate in the professional growth and evaluation process in accordance with the District procedures. Certification must be maintained. The Superintendent will conduct an annual summative evaluation of Business Administrator's performance.

ADA MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED:

- Occasionally reaching. Extending hand(s) and arm(s) in any direction.
- Seldomly standing. Particularly for sustained periods of time.
- Occasionally walking. Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.
- Frequently fingering. Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- Frequently grasping. Applying pressure to an object with the fingers and palm.
- Seldomly feeling. Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
- Frequently talking. Expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.

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- Frequently hearing. Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discriminations in sounds.
- Frequently repetitive motion. Substantial movements (motions) of the wrists, hands, and/or fingers.
- Sedentary work. Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.
- The worker is required to have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; extensive reading; visual inspection involving small defects, small parts, and/or operation of machines (including inspection); using measurement devices; and/or assembly or fabrication parts at distances close to the eyes.
- The worker is not substantially exposed to adverse environmental conditions (such as in typical office or administrative work.)

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