

Job Title: BUSINESS ADMINISTRATOR

Qualifications: Bachelor's degree in, business management, or accounting. (Master's degree or its equivalent preferred). A minimum of 5 years of experience in one of the above fields, including at least 3 years' experience in a supervisory capacity. A valid state certificate to practice as a school business manager. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

Reports to: Superintendent of Schools

Supervises: Facilities Director and conducts a yearly evaluation of this position

Job Goal: To administer the business affairs of Hinsdale School District in such a way as to provide the best possible educational services with the financial resources available.

Type of Position: 12 Month (60%) **Salary:** approved by Hinsdale School Board

Hours per week: Exempt **Length of Contract:** approved by Hinsdale School Board

RESPONSIBILITIES:

1. Act as chief financial officer for all non-academic finance and business operations of the district.
2. Assume responsibility for all financial management operations, including: developing and implementing financial and accounting policies and procedures that meet all federal, state, and GASB requirements; ensuring that all financial systems accurately record all financial transactions in detail; maintaining a chart of accounts in conformance with NHDOE requirements and generally accepted accounting standards; establishing and monitoring user and system security; and supervising all accounting and payroll operations.
3. Prepare the district's annual budget, including: establishing budgetary guidelines and processes; developing the annual budget; compiling all necessary statistical data for the preparation of the fiscal budget; working with the superintendent, principals, and administrators in the preparation of all budgets, using established guidelines; developing information for budget presentations, performing monthly revenue and expense projections analyzing operations and budget status; managing operations within the approved budget; and providing resolution to issues. Liaison to town administrator, select board, budget committee and moderator on budget matters.
4. Assume responsibility for all financial reporting requirements, including: submitting monthly reports to the board and budget committee detailing the status of the district's financial position; interpreting the financial position of the district to the community at large; enforcing financial reporting standards, and preparing financial reports, as required by GASB, NHDOE, NHDRA, NHRS, ,NHDOL, NHDES, USDOE, USDA, IRS, etc. Be aware of the District's administration of all payroll, employee benefit programs, worker comp claims, IRS forms, NH retirement system reporting, audits and state unemployment matters.
5. Assume responsibility for all audit operations, including: arranging for the internal auditing of school accounts; compiling all information and paperwork necessary for audits; and scheduling, coordinating and assisting the district auditors in their performance of the annual independent audit. Contracts with actuarial company for the GASB45 reporting requirements. Contracts with the 403b third party administrator.
6. Assume responsibility for all facilities management operations, including: supervising the building & grounds staff; ensuring that the building, grounds, and technology infrastructure meets the educational needs of the district; developing and managing programs of plant management and expansion; planning and supervision of capital projects including preparation of bid packages and negotiating contracts.
7. Manage the district's student transportation program including preparation of bid packages and negotiating contracts.
8. Oversee all activities relating to the School Breakfast, National School Lunch, Summer Food Service, Fresh Fruit & Vegetable, and Commodities Distribution programs including: annual program approvals; monthly reporting; administrative reviews, Free & Reduced eligibility verification process; annual price level equity calculations, and direct certification. Supervises the Food Service Management Company, manages the five-year bidding process and negotiates the contract.
9. Assume responsibility for the district's assets, including: managing banking relationships in conjunction with the district treasurer; supervising the collection, safekeeping, and distribution of all funds; implementing a records retention policy that meets legal requirements, liaison to Trustee of Trust Funds.
10. Assume responsibility for the district's purchasing operations, including: purchasing all supplies, materials, and equipment in keeping within the budget; preparing bid specifications and documentation for the purchase of goods, equipment and services within district budgets and policy guidelines; negotiating contracts involving specific facilities, programs and services; and supervising the storage and distribution of supplies and equipment.
11. Manage the district's property, liability, health, dental, life, and disability insurance programs.

12. Manage the risk management and safety programs.
13. Fiscally manage State and federal funds, and submit required financial reports.
14. Assist in recruiting, screening, hiring, assigning, supervising, developing, and evaluating personnel under his/her jurisdiction.
15. Develop and recommend changes in policy and procedures as it relates to finance, purchasing, payroll, facilities, technology infrastructure, food service and transportation. Works closely with the Director of Technology in recommending changes to tech infrastructure and in the administration of the federal E-Rate program.
16. Act as advisor to the Superintendent on business and financial matters including: school building and/or renovation projects; collective bargaining process; emergency response planning; and organizational design and staffing. Supervises and evaluates the Facilities Director.
17. Maintain effective relations with, and act as a resource for, school board, budget committee, other elected officials, district staff, students, vendors, public agencies and their staffs, the media, private organizations and the public.
18. Perform other tasks and assume other responsibilities as may be assigned by the Superintendent of Schools.

EVALUATION: Performance of this job will be evaluated on a yearly basis by the Superintendent.

PHYSICAL ACTIVITY REQUIREMENTS (Frequently, Occasionally, Rarely):

PRIMARY PHYSICAL REQUIREMENTS

Lift up to 10 lbs: Frequently required
 Lift up to 25 lbs: Occasionally
 Lift 26 to 50 lbs: Rarely
 Lift over 50 lbs: Rarely

CARRY up to 10 lbs: Frequently required
 CARRY 11 to 25 lbs: Occasionally
 CARRY 26 to 50 lbs: Rarely
 CARRY over 50 lbs: Rarely

REACH above shoulder height: Occasionally
 REACH at shoulder height: Frequently required
 REACH below shoulder height: Frequently required
PUSH/PULL: Occasionally

DURING AN EIGHT HOUR DAY, EMPLOYEE IS REQUIRED TO:

Consecutive hours	Total Hours
Sit: 2	5
Stand: 1	2
Walk: 1	1

OTHER PHYSICAL CONSIDERATIONS

Twisting: Occasionally
 Bending: Occasionally
 Crawling: Rarely
 Squatting: Rarely
 Kneeling: Rarely
 Crouching: Rarely
 Climbing: Rarely
 Balancing: Rarely

WORK SURFACES: (describe)

Composite desk
 Carpet/tile floors
 Computer keyboard/screen

HAND MANIPULATION

Grasping: Occasionally
 Handing: Frequently required
 Torqueing: Occasionally
 Fingering: Frequently required

Environment: Inside: 98% Outside: 2%

Short Description: (Example: Work is performed inside and out of doors in an environment which includes exposure to physical elements or a number of disagreeable working conditions.)
 The physical demands of the duties described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

COGNITIVE AND SENSORY REQUIREMENTS:

Talking: Necessary for communicating with others.
 Hearing: Necessary for receiving information and instructions.
 Sight: Necessary to do job effectively and correctly.
 Tasting & Smelling: Smelling required to detect noxious fumes and odors.

SUMMARY OF OCCUPATIONAL EXPOSURES:

Bacterial and viral infections carried by children
 Cleaning products

Special Conditions of Employment

All employees must pass a criminal history background check

Employee signature _____ Date _____

District Representative signature _____ Date _____