

ESSEX NORTH SHORE AGRICULTURAL & TECHNICAL SCHOOL DISTRICT

JOB DESCRIPTION
BUSINESS MANAGER

REPORTS TO: Superintendent-Director

QUALIFICATIONS:

Must hold a licensure as a School Business Administrator

RESPONSIBILITIES:

- 1) Maintain all business and financial records, according to School Committee Requirements, in compliance with Massachusetts State Laws, and, when applicable, federal regulations
- 2) Manage the financial affairs of the District, including the management of all funds, payroll, purchasing, accounting, budget development and implementation, the monitoring and control of expenditures, insurances, and administrative technology
- 3) Review and approve payroll and accounts payable warrants for payment
- 4) Work cooperatively with District Treasurer in the performance of related duties
- 5) Attend all School Committee meetings, as well as meetings of the Finance Policy sub-committee
- 6) Act as Liaison to the Finance Sub-Committee of the Regional School Committee
- 7) Draft any motions for votes of a financial nature for the School Committee Chair
- 8) Actively support the Superintendent preparation for Town Meetings and other finance meetings, as needed
- 9) Assist and advise the Superintendent and School Committee and other administrators on all questions relating to the business and facility operations, and provide advance warning of potential over-expenditures of budgeted funds and action plans to minimize impacts of such expenditures
- 10) Assist the Superintendent in the preparation of annual budgets, financial reports and studies required in the operation and oversight of the District
- 11) Develop budget guidelines, coordinates preparation of the budget, prepares analyses of budget requests and program proposals, and assists administrators with budget review
- 12) Administer a budget control system, provides monthly accounting of all income and expenditures, maintains a continuous internal auditing program for all funds, prepares and analyzes all financial statements

- 13) Conduct annual and multi-year forecasting of revenues, expenses and other data to assist the District in achieving its goals and priorities
- 14) Prepare monthly reports for District
- 15) Prepare all financial and student reports for the Department of Elementary and Secondary Education and the Department of Revenue
- 16) Monitor and administer employee benefit program in accordance with the employment agreements of the District
- 17) Assist the School Committee Negotiating Team by providing analysis of contract offers
- 18) Manage grant expenditures and accounting, and prepare interim and final reports for all grants
- 19) Supervise the professional performance of Business Office personnel to ensure effective and efficient business office operations and hold staff accountable for providing high standards of customer service
- 20) Supervise the financial operation of the School Lunch program and the Culinary Arts program
- 21) Assist in the hiring of all Business office personnel
- 22) Serve as Chief Procurement Officer for the District in accordance with the Uniform Procurement Act
- 23) Prepare all bidding documents, including notice to bidders, instruction to bidders, specifications and form of proposal
- 24) Work with vendors relative to supply and equipment availability
- 25) Respond in writing to recommendations contained in the annual audit.
- 26) Manage the District's property and liability insurance programs
- 27) Perform other duties not inconsistent as assigned by the Superintendent-Director

TERMS AND CONDITIONS OF EMPLOYMENT:

1. The nature of this position may require time beyond the regular workday, and it is expected that the person filling this position will give priority to completing the necessary tasks and set hours accordingly.
2. Salary, work days and fringe benefits are annually established by the Superintendent-Director, in accordance with the policies established by the School Committee.