

School Administrative Unit 55

Hampstead and Timberlane Regional School Districts

Business Operations Coordinator

- Full time position,
- SAU 55 Administrator benefits
- Salary range \$70K - \$90K.

Reports to: CFO / Business Administrator

Qualifications:

1. Bachelor's Degree in Business Administration or Accounting
2. Minimum of five years' experience in accounting or finance with at least one year of supervisory experience
3. Experience in physical plant operation and project management preferred
4. Certified or certifiable as a NH School Business Administrator
5. Such alternatives to the above as the Superintendent finds appropriate and acceptable

Roles and Responsibilities:

Assist in the oversight of the following departments:

- a. Facilities
 1. Work with Facilities Director to identify and prioritize projects based on maintenance and capital improvement schedule
 2. Develop and manage project budgets
 3. Monitor district projects from RFP through completion
 4. Oversee coordination of improvements and maintenance for athletic fields and outdoor learning spaces
- b. Maintenance
 1. Assist in overseeing all aspects of the maintenance and custodial departments
- c. Food Service
 1. Monitor Food Service activity and fiscal performance
 2. Assist in annual Food Service Program audits

- d. Transportation
 - 1. Assist in overseeing regular and special transportation operational needs for multiple districts
 - 2. Assist in driving continuous process and operational efficiency in regular and special transportation

Provide direct assistance and support for the CFO/Business Administrator in the following:

1. Reporting directly to the CFO/Business Administrator:
 - a. Maintain general ledger and financial records of the SAU and two school Districts
 - b. Submit financial information to the Superintendent and Assistant Superintendent
 - c. Assist with presentation of financial statements as needed
 - d. Assist with preparation of finance and operational aspects of District Annual Reports
 - e. Prepare District Management Discussion and Analysis component for Districts' Auditor's Reports
 - f. Maintain Districts' capital asset programs
 - g. Support and monitor the adherence of Board policies related to the finances of the districts
 - h. Monitor financial accounting procedures
2. Assist with preparation, entry and reporting of budgets and prepare documents and spreadsheets for documenting and presenting the budgets
3. Monitor budgetary control over all purchases and approve all purchase orders.
4. Recommend updates as appropriate to financial accounting procedures within the guidelines of NH Financial Accounting Handbook for Local Education Agencies, as amended
5. Assist with preparation and submission of financial information (MS-24 and MS-25, and all others) in a timely manner, to the NH Department of Revenue Administration and the NH Department of Education
6. Work on active projects (building and others) approved by administration
7. Provide District Treasurers with data on activity, review monthly Treasurer reports and reconcile to financial system
8. Review student activity accounts and other District checking accounts
9. Assist the CFO / Business Administrator and auditors with the annual SAU and District audits as needed.
10. Serve as directed by the Superintendent of Schools and CFO / Business Administrator.