

School Administrative Unit 55 Hampstead and Timberlane Regional School Districts

ASSISTANT BUSINESS ADMINISTRATOR

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

Reports to: 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. Certified or certifiable as a NH School Business Administrator
4. Such alternatives to the above as the Superintendent finds appropriate and acceptable

Roles and Responsibilities:

1. Primary responsibility is to assist the Business Administrator in the following:
 - a. Maintain general ledger and financial records of the SAU and Districts
 - b. Submit financial information to the superintendent and assistant superintendent
 - c. Assist with presentation of financial statements as needed
 - d. Support and monitor adherence with Board policies related to finances of the districts
 - e. 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. The Business Department keeps monetary control of the budget by approving purchase requisitions from the various schools and generating 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 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. Review monthly Treasurer reports and reconcile to financial system
8. Review of student activity accounts and other District checking accounts
9. Assist Business Administrator and auditors with the annual SAU and District audits as needed
10. Assist Director of Facilities with financial and energy monitoring of District facilities
11. Serve as directed by the Superintendent of Schools and Business Administrator