

**FAIRFIELD PUBLIC SCHOOLS**  
**Fairfield, Connecticut**

- I.     JOB TITLE:** Executive Director of Business and Finance
  
- II.    CERTIFICATION/QUALIFICATIONS:** Connecticut School Business Administrator Certificate #085. Minimum of five years related administrative experience in school finance, transportation, facilities and management information system preferred.
  
- III.   WORK YEAR:** 12 months
  
- IV.    REPORTS TO:** Superintendent of Schools
  
- V.     JOB GOALS:** Responsible for the planning and management of the financial and business related operations of the school system to include: accounting, budget, payroll, insurance, forecasting, enrollment projections, purchasing and central warehousing of supplies and equipment, and school lunch program.
  
- VI.    MAJOR RESPONSIBILITIES:**
  - A.     Budget and Finance**
    - 1.     Supervise and coordinate all aspects of development of the annual operating budget.
    - 2.     Supervise the school district's Business Systems Analyst and Accounting Coordinator
    - 3.     Supervises and coordinates the development of the annual operating budget.
    - 4.     Assists the Superintendent of Schools in presenting and interpreting the budget to the Board of Education, the town government and the community.
    - 5.     Controls expenditures of budget appropriations in accordance with established goals and objectives.
    - 6.     Establishes and supervises a program of accounting and reporting on the financial affairs of the district.
    - 7.     Coordinates all audits of the system and reports on them to the Superintendent and the Board of Education.
    - 8.     Administers the payroll process of the district. Provides for annual and long range projections for student enrollment.
  
  - B.     Administration**

1. With the Superintendent and district staff work to identify, support, and complete the components of the District and School Improvement Plans
2. Proactively communicates issues and concerns with fiscal matters to all relevant parties
3. Administers the health and other employee insurance programs for the system in accordance with Board of Education policy and State statutes.
4. Acts as liaison with the community and town officials on fiscal and business-related matters.
5. Provides calculations and advice for labor negotiations.
6. Coordinates and supervises the preparation of state and federal reports which relate to the business office.
7. Performs additional administrative duties delegated by the Superintendent of Schools.
8. Attends Board of Education meetings, Finance Committee meetings, and work sessions to serve as advisor and resource person.

**C. School Lunch**

1. Supervises the food service provider for the district.
2. Plans, implements and evaluates the food service program in all schools including resource allocation, financial management and a program of marketing and communication as an independent business operation.
3. Reviews menus, safety, and health issues as well as school lunch prices.
4. Provides personnel support and advice to food service organization.

**D. Purchasing**

1. Develops purchasing procedures in cooperation with the Town Purchasing Agent and supervises the purchasing function of the school system.
3. Develops and maintains a fixed asset inventory system for the school district.