

NEWTOWN PUBLIC SCHOOLS

The Newtown Public School District values the benefits that a diverse workforce brings to our students and community. We are committed to recruiting, supporting, mentoring, coaching and retaining a highly motivated, dedicated, and enthusiastic staff. We welcome your interest in joining us and look forward to meeting you!

Position: Business Office Coordinator

Location: District Central Office

Starting Date: Immediate

Salary: Union wage scale

Position Overview

Under the direction of the Director of Business and Finance, the Business Office Coordinator provides high-level administrative, financial, and operational support to the district's Business Office. This role is critical to ensuring efficient office operations, accurate financial tracking, and strong coordination between schools, central office, and external partners.

Key Responsibilities

- Coordinate daily operations of the Business Office, including managing the Director's calendar and prioritizing workflow.
- Support budget development and monitoring, including tracking expenditures, maintaining forecasts, and assisting with preparation of the annual budget book and related materials.
- Review and proofread financial reports and assist with distribution to the Board of Education and other stakeholders.
- Coordinate contracts and vendor services, including preparation of bids, RFPs, and related documentation.
- Serve as the Determining and Verifying Official for the free and reduced-price meal program, including application processing, compliance, and communication with families and school staff.
- Maintain and verify district-wide data, including enrollment reporting and financial records.
- Process procurement card transactions, prepare journal entries, and support financial reporting.
- Reconcile school activity accounts and assist in resolving discrepancies.
- Coordinate Board of Education Finance subcommittee meetings, including agendas and minutes.
- Support payroll and accounts payable functions as needed.
- Serve as a point of contact for insurance-related matters, including student accident reporting.
- Provide general administrative support to the Central Office.

Qualifications

- Associate's or Bachelor's degree in business administration, finance, accounting, or related field preferred
- Prior experience in an administrative or business office setting, preferably in a school district or municipal environment
- Strong organizational and time management skills with the ability to manage multiple priorities
- Experience with budgeting, financial tracking, or accounting systems preferred
- Proficiency in Microsoft Office and financial/data systems
- Strong attention to detail and accuracy
- Excellent communication and interpersonal skills

Application: Please apply online through the following link:

<https://www.applitrack.com/newtown/onlineapp>

Note: Three (3) current letters of reference are required

The Newtown Public School District is committed to a policy of equal opportunity/affirmative action for all qualified persons. The Newtown Public School District does not discriminate in any employment practice, education program, or educational activity on the basis of race, color, religion, sex, age, national origin, ancestry, alienage, marital status, sexual orientation, gender identity or expression, disability, pregnancy, genetic information, veteran status, status as a victim of domestic violence, or any other basis prohibited by Connecticut state and/or federal nondiscrimination laws, except in the case of a bona fide occupational qualification.