

JOB TITLE: Business Administrator

REPORTS TO: Superintendent

JOB DESCRIPTION LAST UPDATED: February 2, 2026

SUMMARY OF POSITION

To administer the business and financial affairs of the district in such a way as to provide the best possible educational services with the financial resources available

ESSENTIAL JOB FUNCTIONS

- Act as chief financial officer for all non-academic finance and business operations of the district
 - Assume responsibility for all financial management operations
 - Developing and implementing financial and accounting policies and procedures that meet all federal, state and GASB requirements
 - Ensuring that all financial systems accurately records all financial transactions in detail
 - Supervising all accounting and payroll operations
 - Assume responsibility for the district's annual budget
 - Establishing budgetary guidelines and processes
 - Developing the annual budget
 - Compiling all necessary statistical data for the preparation of the fiscal budget
 - Working with the superintendent, principals, and districts directors in the preparation of all budgets, using established guidelines
 - Performing monthly revenue and expense projections analyzing operations and budget status
 - Managing operations within the approved budget and providing resolution to issues
 - Assume responsibility for all reporting requirements
 - Submitting monthly reports to the board detailing the status of the district's financial position
 - Interpreting the financial position of the district to the community at large
 - Enforcing financial reporting standards
 - Preparing financial reports as required by GASB, NHDOE, NHDRA, USDA and the USDOE
 - Assume responsibility for all audit operations
 - Arranging for the internal auditing of school accounts
 - Compiling all information and paperwork necessary for audits
 - Scheduling, coordinating, and assisting the district auditors in their performance of the annual independent audit

- Assume responsibility for maintaining an up-to-date inventory of school properties
 - Informing Insurance Provider and Auditors of significant changes in capital assets
 - Participating in the development of the district's annual Capital Improvement Plan
- Assume responsibility for the district's assets
 - Managing banking relationships in conjunction with the district treasurer
 - Supervising the collection, safekeeping and distribution of all funds
 - Implementing a records retention policy that meets legal requirements
- Assume responsibility for the district's purchasing operations in keeping within budget
 - Preparing bid specifications and documentation for the purchases of services within district budgets and policy guidelines
 - Negotiating contracts involving specific programs and services
- Manage the district's property, liability, health, dental, life and disability insurance programs
- Manage the risk management and safety programs
- Manage the district's student transportation program
- Fiscally manage State and Federal funds and submit required financial reports
- Assist in recruiting, screening, hiring, assigning, supervising, developing, and evaluating personnel under his/her supervision
- Provide an in-service program for the business office
- Maintain all financial systems for the district
- Develop and recommend changes in policy and procedures as it relates to finance, purchasing, and payroll
- Act as advisor to the Superintendent on the school budget and all other business and financial questions
- Assist the Superintendent in all aspects of school building and/or renovation projects and assist principals and facilities director as requested, with plant and equipment maintenance
- Act as a resource for, and assist the Superintendent in the collective bargaining process
- Maintain effective relations with and act as a resource for, school board, other elected officials, district staff, students, vendors, public agencies and their staffs, the media, private organizations and the public
- Perform other tasks and assume other responsibilities as may be assigned by the Superintendent of Schools.

The above statements are intended to describe the general nature and level of work being performed by a person in this position. They are not to be construed as an exhaustive list of all job duties that may be performed by such a person.

EDUCATION, CERTIFICATION, AND LICENSURE

- Minimum Bachelor's Degree in accounting, finance, or business administration (Masters degree preferred)

OTHER KNOWLEDGE & SKILLS

- Minimum of five years of progressive experience in financial management, including at least three years of experience in supervisory capacity
- Ability to read, understand and interpret mathematical statistics, graphs and complex data
- Strong interpersonal skills, and a demonstrated skill in oral and written communications, knowledge of computer hardware and financial software; or any combination of skills, experience and training that demonstrates the requisite skills and abilities necessary to function effectively in this position
- Such alternatives to these qualifications as the Superintendent may find appropriate and acceptable

Physical demands of the job are as follows:

Notable Activity Requirements	Frequency (Constant, Frequent, Occasional, Unlikely)
Sitting	FREQUENT
Standing	OCCASIONAL
Lifting/Pushing/Pulling < 25lbs	FREQUENT
Lifting/Pushing/Pulling 25lbs - 50lbs	FREQUENT
Lifting/Pushing/Pulling > 50lbs	OCCASIONAL
Stooping	OCCASIONAL
Bending	OCCASIONAL
Reaching	FREQUENT

It is also anticipated that stress will be associated with this position primarily due to the demands of this position. It is necessary that the individual have the capacity to remain calm, considerate, and tactful under stressful and unanticipated situations.

SPECIAL CONSIDERATIONS

Individuals must exercise a high level of confidentiality in handling staff and student information.