



## JOB DESCRIPTION

Position Title	<b>ADMINISTRATOR FOR BUSINESS AND FINANCE</b>
Primary Purpose	Under the direction of the Superintendent, the Administrator for Business and Finance is responsible for all administrative and advisory work relative to the business operations of the Lincoln School Department. The Administrator for Business and Finance shall provide leadership in the areas of budget development, financial planning, accounting, facilities planning, transportation, food services, and other functions as assigned by the Superintendent. The Administrator for Business and Finance shall build the necessary support systems to promote effective financial management within each school and program area. The Administrator for Business and Finance shall support the priorities of the district as outlined in the District Strategic Plan.
Contractual Relationship	Reports directly to the Superintendent of Schools and negotiates an individual employment contract with the Superintendent with the approval of the School Committee.
Organizational Relationship	Works cooperatively with the Administrative Council, Program Managers and the Town's Finance Director to support the educational program and initiatives of the School Department.
Responsibilities	<p><i>Financial:</i></p> <ol style="list-style-type: none"> <li>1. Develops and supervises the financial recordkeeping systems in accordance with local, state and federal laws.</li> <li>2. Develops and maintains the chart of accounts for financial recordkeeping.</li> <li>3. Monitors expenditures of school funds to ensure compliance with local, state and federal laws: <ul style="list-style-type: none"> <li>• Reviews and approves all payroll and accounts payable expenditures prior to signing by the School Committee.</li> <li>• Reviews and approves all purchase orders to comply with internal accounting controls and propriety.</li> <li>• Prepares bid specifications and contracts, analyzes proposals and recommends actions to the Superintendent.</li> <li>• Coordinates all federal and state grant expenditures.</li> </ul> </li> <li>4. Prepares accurate and timely financial reports as required by local, state, or federal agencies.</li> <li>5. Analyzes changes in school finance laws and advises the Superintendent and the School Committee.</li> </ol>

	<ol style="list-style-type: none"><li>6. Develops financial reports as requested by the School Committee and the Superintendent.</li><li>7. Maintains records for federal and state grants, gift accounts, and revolving accounts.</li><li>8. Supervises accounts receivable operations. Regularly submits for payments from federal, state and local granting agencies.</li></ol> <p><i>Budgetary:</i></p> <ol style="list-style-type: none"><li>1. In accordance with guidelines determined by the School Committee and Superintendent, develops the format, timetable and supplementary information that make up the School Department's annual budgets.</li><li>2. Monitors the budget preparation process until its completion.</li><li>3. In conjunction with the Superintendent, develops the budget input format to be used by the school staff in submitting their budget requests.</li><li>4. Revises and updates budget drafts as necessary throughout the year.</li><li>5. Monitors budget expenditures by each school and department.</li><li>6. Oversees delivery of transportation services, including routing, scheduling, contracts and the collection of transportation fees.</li><li>7. Supervises the food service operation.</li><li>8. Gathers and interprets financial and statistical data relative to school and program efficiency, and reports these findings to the Superintendent and School Committee on a regular basis.</li><li>9. Prepares regular quarterly financial statements to the School Committee. Reviews fund balances monthly.</li><li>10. Prepares End-of-the-Year Reports, and other such reports in accordance with federal and state statute, contracts, and Town By-laws.</li></ol> <p><i>DoDEA Hanscom Contract:</i></p> <ol style="list-style-type: none"><li>1. Supports the Superintendent in the preparation, review, and negotiation of existing and future DoDEA contracts connected to the Hanscom School.</li><li>2. Provides budget information to appropriate Town and Department of Defense officials on behalf of the school system.</li><li>3. Collaborates with Town officials to ensure appropriate benefits, retirement, and OPEB liability forecasts related to Hanscom employees.</li><li>4. Communicates with DoDEA representatives as appropriate.</li><li>5. Monitors Hanscom reserve levels and recommends appropriate transfers.</li></ol>
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	<p><i>Personnel:</i></p> <ol style="list-style-type: none"><li>1. Develops, maintains, and monitors the district's personnel recordkeeping system and annual staffing plan.</li><li>2. Assists the Superintendent in maintaining personnel records in accordance with applicable local state and federal laws.</li><li>3. Supervises the processing of payroll and personnel actions.</li><li>4. Prepares personnel and /or statistical reports required by local, state, or federal agencies.</li><li>5. Analyzes changes in personnel laws and advises the Superintendent of their impact.</li><li>6. Prepares personnel reports as requested by the Superintendent.</li><li>7. Conducts final interviews for custodians, secretaries, and food service employees.</li><li>8. In conjunction with the Town Treasurer's office, implements Town sponsored benefit programs affecting school employees.</li><li>9. Monitors the implementation of School Committee benefit programs.</li><li>10. Serves as resource person to Superintendent and School Committee in contract negotiations with the faculty, secretaries, custodians and salary negotiations with other staff groups.</li><li>11. In conjunction with the Superintendent and Administrative staff, helps administer the provisions of collective bargaining agreements.</li><li>12. Provides Town Office with employee contract information.</li><li>13. Evaluates personnel as assigned</li></ol> <p><i>Community and School Committee:</i></p> <ol style="list-style-type: none"><li>1. Communicates and interprets the district's goals, and long-range financial plans to the School Committee, Town Officials and members of the community at-large.</li><li>2. Assists the School Committee and Superintendent in long-range planning for the effective maintenance of and utilization of buildings and of building space.</li><li>3. Facilitates communication among Town and School officials by effectively involving the Town's Finance Director, Accountant, the Treasurer's Office and the Facilities Department in long-range planning.</li><li>4. Reviews, monitors and approves requests from private organizations and community groups to use school facilities, including any long-term leasing or facility licensing agreements.</li><li>5. Invoices outside groups for the use of school facilities and staff.</li></ol> <p><i>Buildings and Grounds:</i></p> <ol style="list-style-type: none"><li>1. In collaboration with the Facilities and Technology Directors, prepares the school department capital expenditure</li></ol>
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	<p>projections and requests. Reviews the necessary bid specifications for all maintenance related projects.</p> <p>2. Is able to deal tactfully and confidently in all situations that require contact with subcontractors, insurance engineers, principals, school staff, custodial staff, state inspectors and citizens of the Town. Refers to the Office of the Superintendent all matters to other Town agencies.</p>
Qualifications	<ul style="list-style-type: none"><li>• Massachusetts certification as a School Business Administrator.</li><li>• Bachelor's degree in business administration, school or public administration and/or an appropriate academic discipline. Graduate degree in business, school or public administration preferred.</li><li>• Broad working knowledge of accounting, business practices, budget development, data processing, and state law governing the financing of public schools and state-mandated educational programs.</li><li>• Significant experience in business administration, preferably in the public sector.</li><li>• Certification as an MCPPO</li><li>• Effective interpersonal and leadership skills; experience facilitating communication between divergent groups and group decision-making.</li><li>• Effective administrative and management skills, including demonstrated success as an office manager.</li><li>• Excellent speaking and writing skills, including the effective utilization of computers, technology, and information management tools.</li><li>• US citizenship required (alternatively, US citizenship, residency or work visa in the United States required)</li></ul>