



# ASSISTANT SUPERINTENDENT OF FINANCE AND OPERATIONS

Winchendon Public Schools  
Winchendon, Massachusetts

## Job Details

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**Job ID:** 3623221

**Application Deadline:** August 16, 2021

**Posted :** July 28, 2021

**Starting Date:** Immediately

## Job Description

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- Certified as a School Business Administrator through the Department of Elementary and Secondary Education (DESE)
  - Certified or certifiable as a Massachusetts Certified Public Purchasing Official (MCPPO)
  - Experience in an educational environment or business environment
  - Experience in budgeting, accounting, purchasing, transportation, food service and maintenance of buildings and grounds
  - Strong supervisory skills
  - Ability to work with a high performing team
  - Excellent computer skills
  - Knowledge of auditing procedures and state reporting, including but not limited to End of Year Reports, Annual Grant Reports and Department of Revenue reports
  - Master degree preferred
- Performance

a)Budget development and monitoring:

- b)Work directly with the Superintendent to create, establish, present and monitor fiscal year budgets. Budget establishment must have appropriate documentation to confirm budgeted figures.
- c)Submit Budget Transfers between general ledger lines in a timely manner.
- d)Presentations include Preliminary Budgets presentations, Public Hearings and Town Meeting presentations when needed for both Districts.

Purchasing and Payables

- a)Supervise, monitor and approve all requisitions for purchases through various departments.
- b)Ensure expenditures are within budget and assure controls are in place to monitor budget lines.
- c)Supervisor Accounts Payable Clerk

Payroll

- a)Supervise Payroll on a day to day basis.
- b)Ensure payroll information is correct and ensure projections for labor expenditure lines are expended as planned.
- c)Overall supervisor of electronic time and attendance software.

Grants Reporting

- a)Responsible for overseeing financial tracking of Federal and State Grants through DESE EdGrants portal.

- b)Submits monthly claim reimbursements based on expenditures posted.
- c)Submits financial reports to DESE.
- d)Rolls grant balances and budgets to subsequent fiscal year for expenditures.
- e)Monitors budget lines and submit amendments when necessary.
- f)Enters budget lines into accounting system and close out grants when depleted.

#### Food Service

- a)Supervises contracted Director of Food Service.
- b)Responsible for monthly claim reporting and submission of reimbursements
- c)Responsible for monitoring food service financial operations
- d)Supervises Food Service Free/Reduced Application processing
- e)Responsible for application verification testing of applications and annual Accuclaim reporting
- f)Responsible for overseeing annual audits of the Food Service program, including Procurement Review and Administrative Reviews.
- g)Responsible for uploading documentation to DESE for food service program at the beginning of each fiscal year.
- h)

#### Transportation

- a)Responsible for supervising overall operations of In- District Transportation and the Special Education program transportation in combination with the Director of Special Education.
- b)Responsible for securing funding for vehicle purchases and maintenance.

#### Financial Reports

- a)Responsible for submitting annual End of Year Reports to DESE.
- b)Responsible for uploading Annual Department of Revenue Documents.
- c)Work directly with auditors for the district to ensure annual audits are completed and submit information to auditors when necessary.
- d)Responsible for financial impact for negotiations of various bargaining units.

#### Procurement

Responsible for presenting, publishing and executing all procurement documentation, including but not limited to contracted services, Food Service Management bid, Transportation bids and capital projects.

#### Maintenance and Capital Projects

- a)Budget for capital maintenance projects and submit Annual Town Meeting articles when approved by the School Committee's.
- b)In collaboration, create Capital Improvement Plan and Capital Maintenance Plans. Update accordingly.

#### Payment Processing

- a)Supervise online registrations for online payments. Work with vendors to establish new collection models and products to be advertised.

#### Other

- a)Attends School Committee and other, appropriate, Town Meetings
- b)Maintains a cooperative relationship and open communication with those holding similar positions in other districts
- c)Participates in collective bargaining and contract interpretation
- d)Performs such other related assignments as may be deemed necessary by the Superintendent of Schools.

**Position Type:** Full-time

**Positions Available:** 1

- Job Category : Administrator > Assistant/Deputy Superintendent

## Equal Opportunity Employer

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Winchendon Public Schools is committed to maintaining a work and learning environment free from discrimination on the basis of race, color, religion, national origin, pregnancy, gender identity, sexual orientation, marital/civil union status, ancestry, place of birth, age, citizenship status, veteran status, political affiliation, genetic information or disability, as defined and required by state and federal laws. Additionally, we prohibit retaliation against individuals who oppose such discrimination and harassment or who participate in an equal opportunity investigation.

## Job Requirements

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- At least 3 years of relevant experience preferred
- Master degree preferred
- Citizenship, residency or work visa required

## Contact Information

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Thaddeus King , Interim Superintendent  
175 Grove St.  
Winchendon, Massachusetts 01475

Phone: (978) 297-0031

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