

SCHOOL BUSINESS ADMINISTRATOR
Dighton Rehoboth Regional School District
Start date: As soon as possible
Salary: \$120,000-130,000
Closing date for applications: August 15, 2021

Job Requirements

- 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
- Preferred experience in regional school districts.
- 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
- Citizenship, residency or work visa required

Performance Responsibilities

1. Budget development and monitoring:

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

2. 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

3. Payroll

- a. Supervise Payroll Clerk 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.

4. 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.

5. 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.

6. 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.

7. Financial Reports

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

8. Procurement

- a. 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.

9. Maintenance and Capital Projects

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

10. Payment Processing

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

11. 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.

Equal Opportunity Employer

Dighton-Rehoboth Regional School District is committed to maintaining a work and learning environment free from discrimination on the basis of race, color, religion, national origin, pregnancy, gender, sexual orientation, marital/civil union status, ancestry, place of birth, citizenship status, veteran status, political affiliation, or disability, as defined and required by state and federal laws.

Job Requirements

- 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)
- At least 5 years of relevant experience preferred
- Master degree preferred
- Citizenship, residency or work visa required

Contact Information

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