Mt. Greylock Regional School District/SU71
Business Manager Job Description

Recommended Qualifications:

- Master's Degree in Business Administration or related field preferred
- MA DESE School Business Administrator Initial License Required
- MCPPO Certification Preferred
- Minimum three years experience that includes familiarity with school finance and state/federal laws and regulations relating to school districts and regions.

Terms of Employment:
By contract with Su71 and Mt. Greylock Regional School District.

Reports To: Superintendent of Schools

Supervises:
Such staff members and areas of responsibility as the superintendent will designate; i.e. bookkeeper, financial assistant, food service director, transportation/drivers, and facilities manager.

Responsibilities:

1. **Financial Planning & Budgeting**
    - Coordinate development and implementation of the annual budget timeline calendar(s).
    - Lead annual budget building processes and analysis working collaboratively with administrators and department heads. Ensure district goals align with efficient use of resources. Prepare timely presentation documents and facilitate discussions with staff, school committees, finance committees, at public hearings and town meetings.
    - Assist building principal(s) in developing building-based budgets and provide regular counsel on fiscal and operational areas.
    - Explore feasibility of using long-term funding for special projects, monitor bonded indebtedness and counsel the Superintendent and School Committee on referenda possibilities.
    - Prepare and submit the annual school budget(s) and the audited annual financial report(s)in compliance with state requirements.
    - Prepare multi-year projections of revenues and expenditures.
    - Prepare annual assessment levels.
    - Review Business Office performance with respect to overall financial condition.
    - Oversee implementation of all grants from a financial perspective.
    - Participate in Finance Subcommittee(s) and provide reports as needed.
2. **Accounting & Finance Systems**
    - Prepare monthly financial reports for all program administrators and the School Committee, and highlight any permanent variances in revenues or expenditures.
    - Investigate pertinent areas of operation through appropriate use of the internal audit process.
    - Monitor the Chapter 70 Formula and Circuit Breaker amounts for integration in the annual budget(s).

- Coordinate the submission of claims for Free Lunch and Breakfast Program, Gifted Education, Bilingual Education, Special Education and other state and federal categorical programs.
- Arrange and coordinate the preparation of the annual financial audit(s) and any internal audit assignments requested by the Superintendent or the School Committees.
- Maintain liaison with the school's legal counsel, and other local government officials.
- Work collaboratively with town accountants and Mt. Greylock district treasurer to ensure accurate cash management, maximized borrowing opportunities and essential reporting.
- Work closely and cooperatively with State and/or independent auditors, notify local media of completed audits and make audit reports available to the public.

3. **Oversee Purchasing & Supply Management**
    - Serve as chief procurement officer (CPO) on all 30B purchases as needed.
    - Ensure that the process operates in an economical manner and in accordance with budget limitations, School Committee policy and the state laws.
    - Ensure accurate and timely payments of all legitimate accounts payable items.
    - Prepare required warrant payment reports for School Committee approval.
    - Monitor the bid and request for proposal process, act as final negotiator for all supplier contracts, complete all purchase order and contract requirements.
    - Work with other administrators and architects in planning construction and contracting.
    - Oversee, consult, monitor and maintain files pertaining to any capital projects, including but not limited to the MSBA.
    - Participate in School and/or Subcommittees pertaining to building projects, maintenance or endowments.
4. **Oversee Payroll & Personnel Management**
    - Ensure that payroll checks are issued to all employees on a timely basis.
    - Make timely payments of employee withholdings to appropriate government and retirement systems.
    - Monitor compliance with 403B rules.
    - Submit required state and federal payments and reports.
    - Periodically gather market data on prevailing salaries and wages of school districts' employees.
    - Provide necessary research for successful rate and salary administration.
    - Plan and coordinate the development of statistical, financial and management information related to employee relations.
    - Supervise the administration of the districts' retirement systems.
    - Oversee personnel and human resource operations, insurance and medical benefits.
    - Lead negotiations for Mt. Greylock's B & G and Cafeteria contracts. Assist as needed on all other CBA negotiations.
5. **Oversee Insurance**
    - Represent the districts' interests in worker's compensation insurance program.
    - Represent the districts' interests in property, casualty, and liability insurance programs.
    - Represent the districts' interests in health/dental/life insurance programs.
    - Represent the districts' interests in student accident insurance program.

- Represent the districts' interests in life insurance program.

6. **Community Relations**
    - Participate in local, regional, state, and national professional/educational organizations to stay abreast of school finance and related issues.
    - Regularly confer with building principals and administrators regarding problems/solutions related to district operations.
    - Work with commissioned architects in the construction and remodeling of facilities to ensure compliance with district requirements and economy, and implement professional procedures and results.
    - Approve all contracts between the district and outside contractors.
7. **Oversee Maintenance & Grounds**
    - Supervise Facilities Manager.
    - Coordinate a system of preventative maintenance and duty schedules.
    - Develop plans of compliance with safety regulations for school facilities.
    - Make recommendations to the Superintendent and School Committee for needed repair and maintenance which should be included in the budget.
    - Ensure appropriate maintenance, grounds keeping, security and custodial requirements for each school building and installation.
8. **Oversee Food Service**
    - Supervise the Food Service Director for in-house contract service provider food service Programs.
    - Direct the general operations and financial procedure of the food service program.
    - Manage the free and reduced price federal lunch program component.
    - Work with the Food Service Director to monitor the Meals per Labor Hour estimates on a quarterly basis.
    - Supervise the health and safety standards compliance of the food program.
    - Approve pay requests for services provided and contract modifications.
9. **Transportation Services**
    - Oversee the maintenance and safety inspection of transportation equipment.
    - Develop systems for reporting accidents, travel and service information.
    - Work with contracted service provider to develop bus routes and coordinate efforts to provide efficient services.
    - Approve pay requests for services provided and contract modifications.
    - Assign staff the responsibility for care and service of school vehicles.
    - Cause the staff to be oriented to the safety and travel regulations associated with school transportation vehicles.
    - Coordinate the services provided by the contract service provider.
10. **Office Management**
    - Oversee the day-to-day operations of the district finances and business operations.
    - In addition to business office staff, supervises the Cafeteria Manager (s), Mt. Greylock Facilities Manager and Building Project Clerk.
    - Perform yearly evaluations of staff under direct supervision
    - Recruit and interview qualified personnel for staff opening assigned.
    - Recommend qualified replacements to the Superintendent of Schools.

- Establish programs of orientation and staff development for assigned staff.
- Make salary recommendations for budget purposes for assigned staff.
- Evaluate and make employment decisions and recommendations to the Superintendent of Schools.

11. Miscellaneous

- Perform other tasks and assume other responsibilities the superintendent may assign or delegate.

Evaluation: Annually by Superintendent

Proposed February 2017
Reviewed by ARS Committee 2/10/2017
Approved by Mt. Greylock School Committee 2/14/17
Approved by SU71 2/14/17