

**HAVERHILL PUBLIC SCHOOLS
HAVERHILL, MASSACHUSETTS 01830**

ANTICIPATED OPENING

HAVERHILL PUBLIC SCHOOLS IS A DIVERSE ENVIRONMENT AND IS PROUD TO BE AN EQUAL OPPORTUNITY EMPLOYER. ALL QUALIFIED CANDIDATES WILL RECEIVE CONSIDERATION

ANNOUNCEMENT OF POSITION

Title of Position: ***Business Manager***

Work Year: 12 Months

Start Date: July 1, 2025

Salary: \$130,000 to \$150,000

- *Competitive Salary*
- *Eight GIC Health Plan Options*
- *Dental Insurance*
- *Flexible Spending Accounts*
- *Life Insurance Options*
- *Auto and Home Insurance Options*
- *Wellness Programs and Discounts*
- *Employee Assistance Programs*
- *Credit Union with Competitive Rates*
- *403 (b) Retirement*
- *Personal and Sick Days*
- *Phone reimbursement*
- *Travel stipend*
- *Tuition reimbursement*

Organizational Relationship: Responsible to the Superintendent of Schools.

Job Description:

The Business Manager will provide leadership and coordination of all aspects of the district's financial and business services, including budget, payroll, accounts payable, accounts receivable, and purchasing. Other responsibilities include overseeing the General Manager of Food Services (Vendor) and their departments.

The successful candidate for this position must bring demonstrated experience in financial management at a senior level, preferably with public finance experience specifically, as well as forecasting experience to our fiscally challenged environment.

Performance Responsibilities:

- Working in close collaboration with the Superintendent, coordinates and facilitates the development of the annual budget including preparing and disseminating budget

guidelines, providing training to and assisting administrators in preparation of department and school budgets, and presenting budget to the Haverhill School Committee and stakeholders.

- Provides needed business services to support the instructional activities of the school district.
- Establishes and supervises a program of accounting and reporting for the financial affairs of the district, including controls for transfer of funds, and submit periodic reports to the School Committee detailing the status of the budget appropriation.
- Serves as fiscal agent for all state and federal grants; reviews and approves grant applications; coordinates grant submissions including requests for payments, amendments, and reports.
- Prepares financial reports in conformance with all required audit procedures, ensures regular audits are performed as required, and implements audit suggestions in a timely fashion.
- Prepares appropriate financial and/or other analytical reports.
- Monitors a district-wide plan for the management of special revenue funds, student activity and school-based internal funds.
- Establishes procedures for record keeping and maintaining all records that audit and legal requirements demand.
- Establishes standard operating procedure manuals for the deployment of efficient work processes, effective workflow and minimal paper processing.
- Coordinates the student, liability, automotive, and property insurance and associated risk management and risk prevention strategies.
- Prepares and submits the end-of-the year reports and financial reports.
- Monitors all Federal and State accounts and advises administrators assigned to the project management of said accounts to ensure procedures that are consistent with correct accounting practices and legal and regulatory directives.
- Supervises all accounting operations and establishes and supervises a program of accounting to record in detail all money and credit transactions.
- Administers a budget control system, submitting budget adjustments to the School Committee for approval in accordance with school district policy.
- Oversees student activity accounts, revolving accounts, donation accounts and any other accounts in the City Treasury that are established for school department purposes.
- Oversees the Payroll Department with processing the Massachusetts Teachers Retirement Board applications and monthly reporting as needed.
- Coordinates business operations with City Offices of the Auditor, Treasurer, Retirement, and Purchasing Agent.
- Provides day-to-day oversight for school construction, reconstruction, or renovation projects including procurement, financial monitoring and oversight, contractor oversight, reimbursement requests, and reporting requirements.
- Oversees all food service operations and/or contracts.
- Participates constructively in professional meetings with administrative staff and colleagues.
- Attends and participates in MASBO and other related organizations in Massachusetts.
- Monitors legislative changes in Education Reform Formula and impact on school finances.
- Develops and implements all School Committee business and operations policies.
- Attends all School Committee Finance Subcommittee meetings.
- Attends all School Committee negotiation sessions.

- Assumes general duties as directed by the Superintendent of Schools and the policies of the Haverhill School Committee.
- Acts as advisor to the Superintendent concerning financial and administrative affairs and matters of general importance to the educational program.

Supervisory Responsibilities:

Supervises Food Services, Budget and Finance, Payroll,. Evaluates all business office support staff.

Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.

Qualifications:

1. Master's Degree in Business or Public Administration, Finance, Accounting or other finance related field from an accredited educational institution.
2. Significant executive managerial experience directing and managing financial services within a school district including but not limited to School Finances, Purchasing, Payroll, Accounting, Food Service, and Grant Management.
3. Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups including staff, parents, and the general public.
4. Strong analytical, computer and communication skills to support data base management, forecasting, cost-benefit analysis and decision-making activities; thorough knowledge of federal, state, local and school committee laws, policies, regulations and procedures relating to finance, budgeting, and employment; knowledge of sound management, budget planning and financial management principles and practices; labor relations and negotiations, public construction, municipal finance and city charter and by-laws; excellent organizational, management, oral and written communications and human relations skills.
5. Maintains appropriate Massachusetts educator licensure as a ***School Business Administrator***.
6. Excellent communication skills including public speaking, writing skills and demonstrated ability to structure large amounts of information in a manner that is clear and easy to understand.
7. Must have the ability to analyze situations accurately and adopt an effective course of actions.
8. Organizational development, strategic planning, staff development and performance management skills at the executive level required.

Closing Date: Open until filled

Applicant Tracking #: 885
School Spring Posting #: 4994821

Address all Applications to: *School Spring (Preferred)*
 or
 Haverhill Public Schools
 Human Resource Department
 4 Summer Street - Room 104

Haverhill, MA 01830

An Equal Opportunity Employer

The Haverhill Public Schools is an Equal Opportunity Employer and is in compliance with Federal regulations prohibiting discrimination in employment on the basis of race, color, religion, national origin, age, gender, gender identity or expression, sexual orientation, or disability.