



School Administrative Unit #58

15 Preble Street ♦ Groveton, NH 03582 ♦ (603)636-1437

Business Administrator Vacancy Full-Time Position

SAU #58 has three small, rural districts in Northern New Hampshire. We are looking for an individual who appreciates the beauty of our communities and the intricacies of small towns to join our experienced team. There are four schools: Stratford Public School Pre-K-8; Stark Village School K-6; Groveton Elementary School K-5; and Groveton Middle/High School. The schools are the center of these small communities, and there is great pride in the long history of support to bring excellence to students.

Qualifications:

Bachelor degree

Hold or willingness to seek ASBO certification (18 - 90 day courses)

Strong organizational skills

Excellent written and oral communication and computer knowledge

Business and accounting experience required

Performance Responsibilities:

Preparation, oversight, and reporting for four budgets of approximately \$10M

Monitor grants

Manage payroll, human resources, and accounts payable

Produce monthly budget summaries and annual reports

Prepare annual audit materials and oversight for all state and federal requirements

Approve purchase orders

Oversee buildings and grounds operations

Coordinate food service, transportation

Adhere to all Governmental Accounting Standards Board (GASB) requirements

Full-time position with competitive salary and benefits commensurate upon experience and qualifications. Vacation, holidays, personal and sick leave, cell phone allowance, mileage reimbursement, and professional development opportunities.

Internal candidates are encouraged to apply. All applications need to be submitted on Schoolspring.com