



## Pittsfield Public Schools

PPS-2026-29

### Executive Position Available

#### **Assistant Superintendent for Business and Finance** **Pittsfield Public Schools – Pittsfield, MA**

##### **Position Summary**

Pittsfield Public Schools is seeking an experienced and dynamic **Assistant Superintendent for Business and Finance** to provide leadership, oversight, and strategic direction for all aspects of the district's financial operations. This role is central to ensuring that business functions run smoothly and efficiently, enabling school leaders to focus their time and energy on supporting teaching and learning in the classroom.

The Assistant Superintendent for Business and Finance will oversee budgeting, payroll, benefits, accounts payable/receivable, contracts, purchasing, and related functions while maintaining fiscal integrity, compliance, and transparency. The ideal candidate will bring proven senior-level financial management experience—preferably in public finance—and the ability to forecast, plan, and innovate in a fiscally challenging environment.

Work Year: Full-Year Position

Start Date: September 2025

Salary: Commensurate with experience and qualifications.

Organizational Relationship: Responsible directly to the Superintendent of Schools.

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### **Key Responsibilities**

- Lead the development, coordination, and presentation of the annual district budget in collaboration with the Superintendent, administrators, and the School Committee.
- Achieve annual and multi-year financial sustainability goals as established by the School Committee and Superintendent.
- Direct business services to support instructional activities, including accounting, reporting, purchasing, payroll, and compliance functions.
- Serve as fiscal agent for state and federal grants; oversee applications, approvals, requests for payment, amendments, and reporting.
- Ensure accurate financial reporting, regular audits, and timely implementation of audit recommendations.

- Oversee management of special revenue funds and non-appropriated funds, cafeteria funds, student activity funds and athletic funds, revolving accounts, and donation accounts.
- Develop and maintain standard operating procedures for efficient workflow and compliance.
- Coordinate insurance programs and risk management strategies
- Oversee food service, custodial and bus transportation operations; school construction/renovation project finances, and transportation-related financial management.
- Collaborate with City offices on auditing, treasury, retirement, purchasing and other relevant financial matters. This includes serving as the designated liaison with the City of Pittsfield's data processing division and on all financial operations.
- Monitor state and federal legislation impacting school finance; advise the Superintendent accordingly.
- Attend School Committee, Finance Subcommittee, and union negotiation sessions (when relevant).
- Supervise the Business Office, Payroll, Benefits, Food Services, Custodial and Bus Transportation services, mail delivery services and related staff.

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## **Qualifications**

- Master's degree in Business or Public Administration, Finance, Accounting, or related field.
- Significant executive-level experience managing financial services in a school district or similar public-sector environment.
- Demonstrated expertise in school finances, purchasing, payroll, accounting, grants, operations, facilities, and transportation.
- Strong knowledge of federal, state, and local financial regulations and policies.
- Exceptional analytical skills, including forecasting, cost-benefit analysis, and data-driven decision making.

- Proven ability to communicate complex financial information clearly to diverse audiences.
- Certification and Licensure Requirements: Massachusetts Department of Elementary and Secondary Education (DESE) licensure as a School Business Administrator is required (or candidate has the ability to obtain).
- Strong organizational, strategic planning, and leadership skills.

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### **Why Join Us?**

This is an opportunity to make a direct impact on the financial health and operational excellence of a district committed to student success. You will play a pivotal role in ensuring resources are effectively aligned to support teaching and learning while fostering transparency and accountability in all financial matters.

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### **Application Process**

To apply, upload resume, cover letter and application materials to:

<https://www.schoolspring.com>

**Pittsfield Public Schools is an Equal Opportunity Employer.**

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