

RSU #9 dba Mt. Blue Regional School District
JOB DESCRIPTION

JOB TITLE: ASSISTANT BUSINESS MANAGER

QUALIFICATIONS:

1. Bachelor's Degree or higher in business management, accounting or related field, preferred
2. A minimum of four (4) years of successful experience in one or more of the above fields.
3. Training and successful experience in the use of computers and financial software.
4. Such alternatives to the above as the Superintendent may find appropriate and acceptable.

REPORTS TO: Business Manager and Superintendent of Schools

SUPERVISES: Business Office Personnel

JOB GOAL: The Assistant Business Manager will function as the administrative manager of the day-to-day operations and long term planning for all financial related functions within the school district with the support of the part time Business Manager.

PERFORMANCE RESPONSIBILITIES:

1. Assumes responsibilities for an accounting procedure adequate to record in detail all financial transactions.
2. Supervises the collection, safekeeping, and distribution of all funds, including the funds in school buildings.
3. Coordinates the purchases of supplies, materials, and equipment in keeping with the budget and district policies.
4. Responsible for the district's financial audits, in accordance with the law.
5. Manages the district's insurance programs.
6. Responsible for recruiting, hiring, assigning, supervising, evaluating, and training personnel for the business office.
7. Complies with all federal and state laws and RSU 9 district policies.
8. Submits a quarterly statement to the Board of Directors detailing the status of the budget.
9. Acts as advisor to the Superintendent on the school budget and all business and financial questions.
10. Prepares financial reports as required by state and federal agencies.
11. Assists in federal and state grant applications and reporting.
12. Reviews, recommends, and implements computer software programs that are appropriate for the management of the district's business affairs.
13. Assists in the administration of collective bargaining agreements including preparing financial and other data for negotiations and participating in negotiation sessions when appropriate.
14. Other tasks as assigned by the Superintendent.

TERMS OF EMPLOYMENT: Twelve-month year, wages and work year to be established by the Board of Directors.

EVALUATION: Annual, in writing, by the Superintendent.

Note: The above job description reflects the general requirements necessary to describe the principal functions or responsibilities of the business manager position and shall not be interpreted as a detailed description of all work requirements that may be inherent in the job, either at present or in the future.