

BUSINESS MANAGER

JULY 1, 2021 OPENING

The Business Manager functions as the administrative manager of the day-to-day operations and long term planning for all financial related functions within the school district. The Business Manager is expected to be able to develop and manage the district budget; develop short and long term plans for the department; hire, train, schedule, supervise, provide staff development, and evaluate personnel in the business office; ensure the district is in financial compliance with all Federal and State laws and district policies.

Qualifications for this position include the following:

- 4 or more years of successful experience in financial management
- bachelor's degree or higher in related field
- experience with budget development and management
- experience with personnel supervision and evaluation
- demonstrated written and oral communication skills
- proficient in financial software applications – experience with Tyler Technologies Profund software preferred
- Maine Department of Education Criminal History Records Check Approval (CHRC Approval) must be obtained prior to employment

Mt. Blue Regional School District is located in the foothills of west central Maine. Our central location places us approximately thirty miles from Augusta and 90 miles from Portland. The University of Maine at Farmington and Franklin Memorial Hospital are two of the larger institutions we share our community with. Four season outdoor recreation opportunities abound.

The school district serves the towns of Chesterville, Farmington, Industry, New Sharon, New Vineyard, Starks, Temple, Vienna, Weld, and Wilton. Schools and facilities are located throughout the area: *WG Mallett School* (grades PreK -2) in Farmington, *Cascade Brook School* (3-5) in Farmington, *GD Cushing School* (PreK-1) in Wilton, *Academy Hill School* (2-5) in Wilton, *Cape Cod Hill School* (PreK-5) in New Sharon, *Mt. Blue Middle School* (6-8) in Farmington, and *Mt. Blue Campus* (9-12) in Farmington which houses the high school, a career and technical education center, and the Business and Superintendent's Offices.

The *Franklin County Adult and Community Education Center* is also located at the Mt. Blue Campus.

2020-2021 Budget: \$38,186,924

Student enrollment: 2325*

Employees: 475*

*approximate numbers

Interested individuals should submit a letter of intent, a Business Manager Administrative Application, current resume, 3 **signed** letters of recommendation (written within the past three years), and transcripts (graduate and undergraduate). Must be able to obtain Maine DOE CHRC Approval. Applications will be reviewed once all required information is submitted. The Business Manager Application and job description are available on our website – mtbluersd.org. Mail to: Mt. Blue RSD, Human Resources Department, Business Manager Job Search, 129 Seamon Road, Suite 2, Farmington, ME 0493 or e-mail to cdixon@mtbluersd.org. Please contact our HR Department if you have questions – 207-778-6571 or cdixon@mtbluersd.org

***Application is available on our website at mtbluersd.org
Applications will be accepted until a suitable candidate is found.***

AA/EOE