

TRUMBULL PUBLIC SCHOOLS

Trumbull, Connecticut

BUSINESS ADMINISTRATOR

I. CERTIFICATION/QUALIFICATIONS

Connecticut School Business Administrator Certification (085) or eligibility to obtain certification. Minimum of three years related administrative experience in school finance management, transportation, facilities and information systems preferred. Strong knowledge of Generally Accepted Accounting Principles (GAAP). Knowledge of payroll systems, purchasing, and contract management. Knowledge of Connecticut and federal grant programs, Connecticut School Construction and processes related to education funding and the grant process.

II. TERMS

Twelve-month work year. Unaffiliated position.

III. ACCOUNTABILITY RELATIONSHIP

The Business Administrator is responsible to the Superintendent of Schools.

IV. GENERAL JOB DEFINITION

The Business Administrator has overall responsibility for all facets of the financial and business operations of the school system, including development and maintenance of the annual budget, payroll, insurance, purchasing, accounting, and cost analysis through program budgeting. The Business Administrator shall also supervise and coordinate the in-house activities of the following departments: Business, Facilities/Maintenance, Food Service, Technology, and Transportation. The Business Administrator is responsible for analyzing the use of district resources and recommending ways to increase efficiencies.

V. MAJOR AREAS OF RESPONSIBILITY

The Business Administrator will effectively develop, analyze, supervise, coordinate and manage the financial, operational and administrative functions within the school district, promoting fiscal responsibility and efficiency.

Control expenditures of budget appropriations in accordance with established goals and objectives. Establishes and supervises a program of accounting and reporting on the financial affairs of the district.

Coordinate and supervise the preparation of state and federal reports that relate to the Business Office.

Coordinate all audits of the system and reports on them to the Superintendent and the Board of Education.

Acts as liaison with the community and town officials on fiscal and business-related matters.

Engages the Assistant Business Manager in supporting all financial aspects of district departments.

Administer the payroll process of the district.

Administer health and other employee insurance programs for the system in accordance with Board of Education policy, state statutes and collective bargaining agreements.

Contribute to the negotiation and preparation of labor contracts, providing salary and related financial analysis.

Attend Board of Education and Finance Committee meetings as well as work sessions to act as an advisor and resource person.

Supervise the Assistant Business Manager and related Business Office staff, managing daily operations of the department.

Supervise the Director of Operations, providing support and input for construction projects and school building committees, including any projects that require the use of the State Grant funds.

Supports the Director of Operations to oversee all functions of the following departments and in:

- supervising the Transportation Manager, including routing and overseeing contract requirements with the independent transportation contractor.
- supervising the Manager of Technology, providing information and support for the department's operation.
- supervising the Manager of Food Services, including resource allocation, financial management and a program of marketing and communication as an independent business operation.
- supervising the day-to-day operations of Facilities and developing the Capital Plan for the district.

Develops purchasing procedures in cooperation with the Town Purchasing Agent and supervises the purchasing function of the school system.

Develops and maintains a fixed asset inventory system for the school district.

The Business Manager will also perform additional duties delegated by the Superintendent of Schools.