

**Milton School District**  
**Director of Finance and Business Operations**  
**Salary Range: \$85,000 - \$110,000**

**Purpose Statement**

Under the direction of the Superintendent, the Director of Finance and Business Affairs Officer organizes, manages, and directs the Department of Business Services; plans, organizes, coordinates, and manages the finance, budgeting, auditing, and financial planning requirements; Food Service, Student Transportation and Risk and Insurance of the Milton School District; oversees Accounts Payable, Accounts Receivable, Finance, and Payroll; and other related functions as directed. This position also acts as the School District's Human Resources Director, implementing HR strategies and responsibilities. This position reports to the Superintendent of Schools.

**Essential Functions**

- Serves as an advisor to the Superintendent and School District personnel pertaining to the various aspects of budgeting, auditing, fiscal planning, and non-instructional operations.
- Provides leadership and expertise in assessing, identifying, formulating, and implementing the District/SAU's fiscal goals and objectives.
- Coordinates the fiscal program of the SAU with the instructional program.
- Coordinates and directs the finance, budgeting, and auditing of all funds of the District/SAU.
- Reviews, audits, observes, monitors, counsels, assists, and evaluates the performance of management and support personnel responsible for the various non-instructional service units, and administrators as assigned by the Superintendent.
- Directs the maintenance and inventory control of fixed assets, buildings, and equipment.
- Analyzes, evaluates, and makes recommendations on facility needs for the School District. Serves on any committees involved in finance and provides guidance and advice on facility planning, program techniques, finance projects, selection of architects, bids, and contractors.
- Develop and implement human resource policies and procedures.
- Maintain knowledge of legal requirements and government reporting requirements.
- Ensure compensation and benefits are in line with the school district's policies and legislation.
- Serves as a resource in the areas of finance and budgeting in collective bargaining with employee organizations.
- Reports financial status to the school board and budget committee.
- Prepares Department of Education reports and documents.
- Prepares School District warrants and related Department of Revenue Administration reports and documents.
- Attends School Board meetings as required.
- Performs other tasks and assumes other such responsibilities as the Superintendent may assign or delegate.

**Knowledge**

- Specific knowledge-based competencies required to perform the functions of the job satisfactorily include:
- Knowledge of and demonstrated experience in school finance and school district operations.
- Knowledge of and demonstrated experience in the current principles and methods of public school district business and management.
- Budgeting, accounting, payroll, and purchasing in public agency areas.

- Knowledge of the application of data processing for fiscal services in public agencies.
- Knowledge of applicable business, state, and local laws, procedures, and policies dealing with school districts.
- Knowledge of the principles and practices of HR management and relevant legislation and regulations.

#### **Abilities**

- Specific ability-based competencies required to perform the functions of the job satisfactorily include:
- Exemplary communication skills and demonstrated ability to write and verbally present clear and concise management, finance, and related reports.
- Ability to communicate complex financial matters to a variety of community stakeholders that ensure transparency of school district financial operations.
- Strong interpersonal skills demonstrated by the ability to establish and maintain effective team relationships.
- Knowledge of legal mandates, School Board policies, administrative regulations, and guidelines appropriate to the administration of a comprehensive business services program.
- Consistent ability to maintain confidentiality.

#### **Minimum Qualifications**

- Experience: 1-3+ years in school finance preferred.
- Education: A Bachelor's Degree in Accounting, Business, or School Business Management is required. A Master's Degree in Public Management or Business Administration is strongly preferred.
- Certification: Eligible for New Hampshire Dept. of Education Business Administrator Certification.
- Clearances: Criminal background check and pre-employment physical.

#### **Application Process**

- Letter of Interest
- Resume
- Completed SAU 64 Professional Employment Application - <https://bit.ly/42NiKHm>
- 3 Current Letters of Reference
- Copy of Valid NH Educator Certification
- Transcripts from all degree-granting institutions attended

Applications can be emailed to [apply@sau64.org](mailto:apply@sau64.org) or mailed to:

SAU 64  
20 School Street  
Milton, NH  
03851

Milton School District is an equal opportunity employer, welcoming applicants from diverse backgrounds and abilities.