

CAPE ELIZABETH SCHOOL DEPARTMENT

Job Description

TITLE: School Department Business Manager/Municipal Comptroller

QUALIFICATIONS:

Education /Certification:

- Bachelor's degree in Business Administration or Accounting
- Hold a valid State of Maine Criminal History Records Check Approval

Special Knowledge/Skills:

- Experience in both school and municipal financial accounting practices
- Successful experience working in a leadership role in schools, municipal, or private sector
- Working knowledge of Proficiency with municipal accounting software, computerized record keeping and related procedures

REPORTS TO: Superintendent of Schools

SUPERVISES: Central Office Business Office staff
Directors of Facilities & Transportation and School Nutrition

JOB GOAL: To provide leadership in the financial area of school and municipal day-to-day activities.

PERFORMANCE RESPONSIBILITIES:

- Oversees the day-to-day financial operations of the central office including such areas as accounts payable, personnel management, payroll and accounting procedures.
- Works to establish a collaborative management approach.
- Assumes a leadership role along with the Superintendent in the preparation, implementation, monitoring and presentation of the School budget.
- Provides the necessary financial data to promote accurate and responsible planning.
- Coordinates administrative support services including transportation, maintenance, custodial, and cafeteria services.
- Keeps the school board and the superintendent apprised of all pertinent financial issues in a timely fashion, including the development of appropriate forms, summary statements, and monthly reports.

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- Demonstrates expertise in computerized record keeping including the ability to advise the superintendent as to changes that will facilitate building level record keeping.
- Works with building administrators regarding the proper implementation of system policies in record keeping, budget development, and expenditure of funds.
- Approves all purchase orders authorizing the expenditures of moneys.
- Assists the superintendent in developing on-going facility plans including all necessary bidding, contracted services, and record keeping.
- Assists the Superintendent and school board in preparing for and conducting negotiations with various school department groups.
- Assumes a leadership role in assisting central office personnel develop a team approach with regard to all necessary routines resulting in an efficient and effective business climate.
- Maintains a thorough data reporting system for the completion of financial reports required by Federal and State Agencies. Coordinates the municipal/school computer system including planning of system enhancements, arrangement of personnel training, accounting control functions, and system maintenance.
- Supervises municipal/school accounting practices including the establishment of the chart of accounts, preparation of required financial reports to outside agencies, drafting of the annual financial statement and account reconciliation. Provides assistance to the Town's independent auditors.
- Organizes and maintains records for financial investment, borrowing and planning.

TERMS OF EMPLOYMENT: Twelve months per year. Salary and benefits to be established by the School Board.

EVALUATION:

The basis of the evaluation will be the extent to which the performance responsibilities of the job are successfully completed and the extent to which yearly action plans and job goals are met. The Superintendent of Schools, with input from the Town Manager, will perform the evaluation.

The Cape Elizabeth School Department expects that all employees will perform assigned duties diligently, professionally and efficiently and in compliance with all district policies and procedures as well as all federal and state laws.

NOTE: The above job description reflects the general requirements necessary to describe the principle functions or responsibilities of the job identified 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.

Approved By the Cape Elizabeth School Board: December 10, 2013