

# Douglas Public Schools

## Job Description

### **JOB TITLE: Business & Operations Manager**

#### **JOB SUMMARY:**

The Business & Operations Manager administers all aspects of the school system's business and operations. The primary responsibilities include managing a municipal financial accounting system, preparing the annual budget and monitoring expenditures, and preparing and analyzing strategic and long-range planning projections. The incumbent will supervise the business office staff, Food Service Director, Facilities Manager, and oversees school bus transportation.

#### **FAIR LABOR STANDARDS ACT (FLSA) CLASSIFICATION:**

This position is classified as *Exempt (Professional)*.

#### **REPORTING STRUCTURE:**

The Business & Operations Manager reports to the Superintendent of Schools, and supervises and evaluates the Food Service Director, Facilities Manager, and Business Office staff.

#### **QUALIFICATIONS:**

1. Licensed or eligible for licensure as a School Business Administrator by the Massachusetts Department of Elementary and Secondary Education;
2. Master's degree, from an accredited college or university, in Educational Administration, Business Administration, Public Administration, Accounting, or Finance, or other related field;
3. Minimum of five (5) years of supervisory experience;
4. Minimum of five (5) years' experience and demonstrated leadership in school or municipal financial management;
5. Massachusetts Certified Public Purchasing official (MCPPO);
6. Such alternatives to the above qualifications as the Superintendent may find appropriate and in conformity with state certification requirements.

#### **ESSENTIAL DUTIES & RESPONSIBILITIES:**

1. Leads the planning and implementation process for developing the annual operating, special revenue funds and capital budgets which reflect district priorities. Prepares budget, financial analyses, documents and reports of school department programs. Assists in system-wide strategic and long range planning. Maintains and updates budget database;
2. Serves as principal advisor to the School Committee and Superintendent in matters related to all financial management and planning activities. Provides appropriate reports on a regular basis and as requested. Directs the financial, physical and management resources of the school district to support the attainment of established goals and objectives;
3. Serves as Chief Procurement Officer. Approves purchase orders and invoices for payment. Directs all procurement processes in compliance with MA general laws, and oversees vendor contracts;
4. Directs the payroll, accounts payable, accounts receivable, grants management, and other business office procedures to ensure compliance with state, federal, and other laws;
5. Supervises and evaluates the Food Service Director and Facilities Manager and oversees and monitors activity in the transportation, buildings & grounds, and food service programs, and oversees state and federal regulations of same;
6. Plans, develops, directs, coordinates and maintains an integrated financial program for the school district, which supports the School Committee and Superintendent's commitment to an effective financial management and long-range planning program. Assists the Superintendent in establishing district goals and objectives as a contributing member of the Leadership Team;
7. Assures that the accounting system is in compliance with state, federal and local laws as well as with sound accounting principles (chart of accounts, student activities, grants, revolving funds, operating, capital);
8. In conjunction with the Leadership Team, develops the annual budget, and participates in communicating same to the School Committee, Town officials, faculty and staff, taxpayers, and other constituencies;
9. Monitors the monthly budget and prepares quarterly projections and periodic analyses as requested by Superintendent;
10. Prepares financial reports as necessary and required by the School Committee, Superintendent, and others;
11. Prepares state and federal financial reports in support of grants and compliance requirements;
12. Attends School Committee meetings and assists in preparation of school committee agendas and agenda materials;
13. Serves on Negotiations Sub Committee and assists with all collective bargaining activities, including preparing financial analysis and explanation of proposals; Serve on other school committee sub committees;
14. Work closely with Finance Director/Town Accountant, Treasurer/Collector, Town Administrator, and other town officials to assure efficiency and continuity of town and school operations;

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15. Assists with safety planning and work with safety team regarding overall safety planning and implementation
16. Other duties as required by the Superintendent.

### **PHYSICAL WORKING CONDITIONS:**

Work is primarily sedentary, performed in an office setting. Work requires use of hands and fingers, ability to handle and feel objects, tools, or controls. Occasional periods of walking, bending, stooping, kneeling, reaching, or occasionally lifting up to 20 pounds may be required. Specific vision abilities required by this job include close vision and ability to adjust focus. The work requires in-district and out-of-district travel among the district's schools and town offices and to attend meetings.