



Assistant Superintendent for Business Services

Reports to: Superintendent

Terms of Employment: 12 month, benefited position, according to contract

Evaluation: Performance in this position will be evaluated annually

Compensation: Regionally Competitive

Job Summary:

The Assistant Superintendent for Business Services assists the Superintendent in the administration of the business affairs of the district in such a way to provide the best possible educational services with the financial resources available. The Assistant Superintendent for Business will be responsible for overseeing the financial functions of the school district. This role involves strategic planning, budget management, oversight of the business office and human resources, including supervision and evaluation of staff, and the administration of business services to ensure the district operates efficiently and effectively in support of educational goals.

Key Responsibilities: *Other duties may be assigned*

- Financial Management
 - Develop, implement, and monitor the district's annual budget, ensuring alignment with educational priorities and board policy.
 - Prepare financial reports for the Board of Education and other stakeholders.
 - Monitor and analyze expenditures and revenues, making recommendations for adjustments as necessary.

- Business Operations
 - Ensure compliance with state and federal regulations regarding financial practices and reporting.
 - Manage the district's risk management and insurance programs.
 - Coordinate and manage internal and external audit processes

- Strategic Planning
 - Collaborate with the Superintendent and other administrators to develop long-term financial strategies.
 - Participate in the development of policies related to business operations and financial management.

- Leadership and Collaboration
 - Supervise and evaluate business office staff and human resources staff, fostering a culture of professionalism and accountability.
 - Work closely with school principals and department heads to support their financial needs and objectives.
 - Serve as a liaison between the district and external agencies, including auditors and state/federal regulatory bodies and contracted vendors.
 - Oversight of food service contractor

- Community Engagement
 - Communicate financial information and reports to the Board of Education, staff, and the community.
 - Engage with stakeholders to ensure transparency and build/maintain trust in the district's financial practices.

Qualifications:

- Master's degree in Business Administration, Educational Administration, or a related field.
- Valid New York State certification as a School District Business Leader (SDBL) and/or School Business Administrator (SBA).
- Minimum of 3 of experience in school finance, business administration, or a related field, preferably in a K-12 educational setting.
- Strong understanding of budgeting, accounting, and financial reporting.
- Excellent leadership, communication, and interpersonal skills.
- Capable of managing multiple complex tasks and competing priorities
- Organized, self-directed, and able to handle various responsibilities simultaneously
- Creative problem-solver committed to fostering collaboration with diverse stakeholders
- Self-aware leader who demonstrates respect for all members of the school community
- Dependable with strong follow-through and attention to detail
- Commitment to ongoing professional learning and growth