**DIRECTOR OF BUSINESS SERVICES / SCHOOL BUSINESS ADMINISTRATOR**

**Job Description**

Required Certification: Connecticut State Department of Education (CSDE) School Business Administrator (#085)

Part I: Position Summary

Serves as the Chief Fiscal Officer and designated Purchasing Agent for the school district, holding executive responsibility for the strategic management, legal compliance, and operational direction of a $100M–$200M+ operating budget under the broad administrative guidance of the Assistant Superintendent of Schools. Exercises independent fiscal authority and supervisory control over certified and non-certified business operations staff to ensure strict alignment with Connecticut General Statutes, CSDE mandates (including MBR under CGS § 10-262u and ED001/ED001R state reporting), municipal charter rules, and Board of Education policies. Directs all functions across public fund accounting (GASB), federal/state grant execution, payroll, benefits, procurement, municipal capital planning, CIRMA risk management, and student activity auditing under CGS § 10-237. Additionally, serves as the primary financial strategist on district bargaining teams under the Teacher Negotiation Act (TNA) and Municipal Employee Relations Act (MERA), providing essential financial modeling, salary grid analysis, and healthcare reserve monitoring across all certified and non-certified bargaining units to safeguard fiscal stability and advance equitable student outcomes.

Part II: Supervision and Controls Over the Work

Serves under the broad administrative guidance of the Assistant Superintendent of Schools. Exercises independent judgment, professional discretion, and fiscal authority within the limits of state and federal law, Board policy, and municipal charter constraints. Directly supervises certified and non-certified supervisory personnel, including payroll managers, accounting specialists, transportation coordinators, food service directors, and business office clerical staff.

Part III: Major Duties and Responsibilities

1. District Financial Strategy, Budgeting & Municipal Accounting

- Directs the preparation, administration, and presentation of the annual district operating budget ($100M–$200M+ scope) in close collaboration with the Assistant Superintendent, Board of Education, and municipal financial bodies (Board of Finance/City Council).

- Ensures total compliance with Connecticut General Statutes regarding municipal finance, local charter requirements, and CSDE Minimum Budget Requirement (MBR) calculations under CGS § 10-262u.
- Maintains a rigorous system of double-entry encumbrance accounting using fund accounting principles compliant with Governmental Accounting Standards Board (GASB) pronouncements.
- Oversight and auditing of internal student activity funds, athletic accounts, and booster/extracurricular financial compliance under CGS § 10-237.
- Monitors year-to-date expenditure trends, executes budget transfers in accordance with Board policy, and provides monthly financial statements, quarterly projections, and fiscal risk assessments to the Superintendent and Board of Education.
- Collaboration on long-term Capital Improvement Plans (CIP), municipal bond funding management, and serving as fiscal liaison to school building committees for state school construction grant reimbursements (OSCG&R / ED049 filings).

2. State & Federal Reporting, Grants & Statutory Audits

- Oversees the accurate preparation, verification, and timely submission of the annual CSDE End-of-Year School Medical & Financial Report (ED001/ED001R) to ensure full recovery of state entitlements and Special Education excess cost grants (CGS § 10-76g).
- Manages the fiscal execution, tracking, and reporting for all state and federal entitlement grants (Title I, II, III, IV, IDEA, Alliance District funding, Choice grants, and competitive state awards).
- Coordinates and serves as the primary district liaison for the annual independent municipal financial audit, state single audits, and federal program audits, ensuring zero material weaknesses or compliance findings.

3. Procurement, Purchasing & Contract Management

- Serves as the district's Purchasing Agent, administering all competitive bidding, Request for Proposals (RFPs), and qualification processes in accordance with CGS § 10-220, municipal purchasing ordinances, and federal Uniform Guidance rules.
- Negotiates, executes, and monitors vendor contracts across all operational areas, including student transportation, food service management companies (FSMC), legal services, insurance brokers, and technology infrastructure.
- Establishes internal control systems to prevent unauthorized expenditures, fraud, or waste; approves all purchase orders and contract commitments.

4. Payroll, Employee Benefits & Self-Funded Plan Administration

- Exercises executive oversight over the district payroll function, ensuring accurate, timely execution across multiple bargaining units under differing collective bargaining agreement rules.

- Manages the administration of employee health, dental, life, and disability insurance programs. Directs financial modeling and reserve monitoring for self-funded health insurance plans or the CT Partnership Plan 2.0.
- Directs pension administration, 403(b)/457 plan compliance, Workers' Compensation claims administration, and state retirement reporting to the Connecticut Teachers' Retirement Board (TRB) and Municipal Employees Retirement System (MERS).

5. Labor Relations, Financial Costing & Collective Bargaining

- Serves as a key member of the District Bargaining Team under the Connecticut Teacher Negotiation Act (TNA, CGS § 10-153a) and Municipal Employee Relations Act (MERA, CGS § 7-467).
- Conducts complex financial cost modeling, salary grid analysis, fringe benefit projections, and health insurance trend analysis for all certified (CEA/AFT, CFSA) and non-certified (AFSCME/UPSEU paras, custodians, secretarial) contract negotiations and binding arbitrations.
- Administers the financial and staffing impacts of collective bargaining agreements, grievances, and wage adjustments.

6. Auxiliary Operations Oversight (Transportation, Food Service, Risk Management)

- Risk Management & Safety: Maintains comprehensive municipal and educational insurance coverage (Property, General Liability, Errors & Omissions, Cyber Liability, Board Legal, Workers' Comp); manages claims and coordinates district safety compliance under OSHA and CIRMA/insurance carrier guidelines.

*Performs other executive duties as assigned by the Assistant Superintendent.*

Part IV: Minimum Qualifications

1. Certification: Hold or be immediately eligible for Connecticut State Department of Education (CSDE) School Business Administrator endorsement (#085).
2. Education: Master's degree in Business Administration (MBA), Public Administration (MPA), Accounting, or Educational Leadership from an accredited institution.
3. Experience:
    - Minimum of five (5) years of progressive executive leadership experience in public school business administration, municipal finance, or corporate accounting.
    - Demonstrated experience managing complex public budgets, fund accounting systems, payroll/benefits administration, and state/federal grant compliance.
4. Technical Mastery: Advanced knowledge of municipal accounting software (e.g., PowerSchool Unified Administration, Infinite Visions, Tyler Munis), MS Excel financial modeling, and CSDE state reporting portals.

5. Legal & Regulatory Knowledge: Thorough understanding of Connecticut General Statutes regarding school finance, bidding/procurement, MBR, TRB/MERS, Workers' Compensation, and labor relations laws (TNA/MERA).
6. Skills: Exceptional analytical, quantitative, negotiation, and written/oral communication skills; proven ability to present complex financial data clearly to Boards of Education, municipal bodies, and the public.

Part V: Desired Qualifications

1. Active status as a Certified Public Accountant (CPA) or Certified School Business Official (RSBA via ASBO International).
2. Direct experience managing school business operations within an urban Connecticut school district.
3. Proven success in negotiating non-certified labor contracts and managing self-funded health plans or the CT Partnership Plan.