

School Administrative Unit #101 Wakefield School District

Business Administrator

The Wakefield School District has an “**Immediate Opening**” for a Business Administrator.

SAU 101 is seeking an individual experienced in school finance and budgeting, with effective communication skills. If you are self-directed, have strong leadership and interpersonal skills, and have the experience necessary to be successful in a highly driven and outcome focused organization, we invite you to apply.

The Business Administrator is a member of our small central office team that works together to maximize resources in support of students, staff, and the community of Wakefield, NH.

The Business Administrator will be responsible for:

- Financial resource management
- Prepare and analyze interim and annual financial reports for school board, community, and other appropriate entities
- Food Service reports
- State grant reports
- State reporting requirements including department and revenue administration forms and reporting requirements
- Supervision of office staff responsible for accounts payable, Payroll and HR
- In addition to financial duties, the business administrator will over see facilities, food service, and transportation

Qualifications:

- Bachelor's of Master's degree in Business Administration
- Business Administrator Certification from the NH Department of Education (or Statement of Eligibility)
- Three years' experience in financial management accounting
- Knowledge of NH school business process preferred

Position is available immediately and will remain open until filled.

Send letter of interest, resume, certification, latest transcripts, and three current letters of reference to:

Anne Kebler, Superintendent
SAU 101
76 Taylor Way
Sanbornville, NH 03872

EOE - Posted 12.22.20

Posted 9.13.23