

**Region 10 Technical High School  
68 Church Rd  
Brunswick, ME 04011**

**Job Title:** Business Manager

**Pay Plan:** At will employee

**Months:** 12

**Department:** Business Office

**Reports to:** Superintendent/Director

**OVERVIEW OF THE ROLE:**

The Business Manager shall provide leadership in finance and is responsible for planning, organizing, and executing the business affairs and oversee the operational activities of the region. This individual works closely with the Superintendent/Director and will provide assistance to the Superintendent/Director in assuring that all work is performed in accordance with the applicable laws of the state of Maine, existing policies of Region 10 Technical High School, and generally accepted accounting procedures. This individual is responsible for the management of the business affairs which includes budgeting, accounts payable, receivable, payroll, and human resource functions for the region.

**DUTIES and RESPONSIBILITIES:**

- Establishes and maintains a program of accounting and payroll operations to record in detail all money and credit transactions.
- Maintains the financial computer system and assists other staff in its usage and development of computer applications dealing with the business functions of the region.
- Performs accounts payable, receivable, payroll and human resource functions.
- Assumes responsibility for budget development, management and long range financial planning.
- Manages all school funds including general (local), donations, grants, enterprise, trust, revolving renovation, and construction funds.
- Participates in the balancing of bank statements for payroll, general, and student activity funds.
- Ensures that monthly general ledger balances and all accounts are accurate.
- Prepares monthly financial reports and others as requested by the Superintendent/Director.
- Prepare or reviews financial reports required by the state and federal governments.
- Administers system-wide competitive bidding, informal quotations, and negotiations to include all documents, i.e. Notices and instructions to bidders, specifications and proposals.
- Manages the Region's insurance programs.
- Maintains a complete and up-to-date inventory of all school property.
- Develops and maintains a major capital projects plan.
- Oversees the facilities staff and monitors day-to-day facilities operations.
- Serves as the Region's Grant Administrator
- Arranges for and assists in the annual audit of school accounts.
- Advises the Superintendent/Director on questions relating to the business and financial affairs of the region.
- Keeps Superintendent/Director informed of any significant areas of concern.
- Attend Cooperative Board meeting at the request of the Superintendent/Director.
- Facilitates and assists the Cooperative Board Budget and Finance Committee.
- Provides financial information needed by the Superintendent/Director and the Cooperative Board Personnel and Negotiations Committee during the collective bargaining process.
- Remains current of all developments and innovations in the field by reading current literature, attending professional meetings and conferences.
- Assumes responsibility for all pertinent laws, regulations, statutes, rules, and policies affecting the operation of the region as it relates to his/her areas of responsibility.

- Assumes responsibility for the development, preparation, maintenance, and implementation of all appropriate records, forms, and reports that relate to his/her area of responsibility.
- Provides employee-oriented, high-performance culture that emphasizes empowerment, quality productivity and standards, goal attainment, recruitment, and ongoing development of a superior district workforce.
- Performs other duties the Superintendent assigns.

**KNOWLEDGE, SKILLS, and ABILITIES:**

- Thorough knowledge of public school finance.
- Thorough knowledge, and understanding of public school laws, policies and procedures.
- Excellent communications skills: writing, speaking, and presentation skills.
- Strong analytical skills.
- Demonstrated supervision and evaluation skills.
- Ability to coach and develop direct reports for improvement.
- Ability to properly maintain confidential and sensitive information.

**QUALIFICATIONS and LICENSE REQUIREMENTS:**

Education, Training, and Experience:

- Degree in Business/Finance Management and/or Accounting or the proven experience with major emphasis in the school finance and business administration field.
- Demonstrated leadership skills as evidenced by a record of progressively responsible professional achievement.
- Must hold or be able to obtain CHRC certification.

**PHYSICAL DEMANDS:**

- Light physical effort required; significant stamina required to handle long days.
- Attendance at evening meetings required.
- Ability to manage stressful situations.
- District-wide travel required.
- Occasional national or statewide travel.

**SPECIAL REQUIREMENTS:** N/A

**OVERTIME ELIGIBLE:** No

Region 10 Technical High School does not discriminate on the basis of race, age, color, ancestry or national origin, religion, sex, sexual orientation, genetic information, or physical or mental disability in admission to, access to, treatment in, or employment in its programs and activities.

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