

SOUTHEASTERN MA EDUCATIONAL COLLABORATIVE

POSITION AVAILABLE: JULY 1, 2018

- I. PROGRAM: Educational Collaborative Administration
- II. POSITION: Collaborative Business Manager
- III. SALARY SCHEDULE: Salary and work year to be established by the Board of Directors in consultation with the Executive Director and commensurate with experience.
- IV. QUALIFICATIONS:
1. Bachelor's degree in Accounting; Master's preferred
 2. Experience as a School Business Manager or related administrative position.
 3. Licensed or eligible for MA DESE licensure as a School Business Administrator.
 4. Excellent organizational and communication skills.
 5. Experience with public school or agency business procedures and regulations.
 6. MCPPO designation preferred.
 7. Experience in supervising and training support staff.
 8. Experience in grants management.
 9. Demonstrated proficiency in the use of accounting practices including fund accounting and computer operations in a network environment.
 10. Such alternatives to the above qualifications as the Board may find appropriate.
- V. SCHEDULE: 12 month position; schedule to be determined
- VI. SUPERVISES and EVALUATES:
- Accounts Payable/Receivable Staff
Payroll
IT Coordinator
Transportation Coordinator (In conjunction with Program Directors)
Custodian(s) and Maintenance Staff (In conjunction with Program Directors)
- VII. REPORTS TO: Executive Director and Board of Directors
- VIII. EVALUATION:

Staff Evaluation will be implemented as outlined in the SMEC Personnel Policies and Procedures Handbook and in accordance with the DESE Educator Evaluation System.

IX. PERFORMANCE RESPONSIBILITIES:

The Business Manager coordinates and oversees the daily management of all of the business affairs of the collaborative and maintains records in accordance with generally accepted accounting principles.

A. Fiscal

1. Assists the Executive Director in the development of the annual budget and provides input regarding long range financial planning.
2. Maintains appropriate and effective fiscal procedures to assure the most efficient budget controls including maintaining general ledger and financial statements.
3. Oversees all collaborative purchasing and preparation of warrants payable for the expenditure of collaborative funds.
4. Implements and monitors a program of accounting that insures proper recording of all receipts and expenditures to conform to Commonwealth Chapter 30B Procurement Law and auditing requirements.
5. Prepares all monthly fiscal reports:
 - a. Outstanding Receivables
 - b. Budget Expenditures
 - c. Balance Sheets
 - d. Anticipated Revenue and Expense Reports
6. Oversees and provides necessary documentation for annual fiscal audit and UFR as necessary.
7. Prepares specifications for any subcontracts and monitors service agreements.
8. Assumes responsibility for all bidding procedures when necessary..
9. Maintains all accounts and reconciles bank statements promptly for:
 - a. cash accounts
 - b. restricted accounts
 - c. investments
10. Work with Professional Development Coordinator in processing and reporting revenue and expenses for all PD activities.

B. Accounts Receivable and Payable

Supervise all accounts receivable and accounts payable functions including:

1. Issuing tuition and itinerant services bills quarterly or as needed.
2. Issuing invoices as appropriate.
3. Process bills and pay vendors promptly.
4. Monitoring accounts for payment and pursue overdue accounts.
5. Ensures preparation of all warrants for the disbursement of all collaborative funds.

C. Payroll

Act as Payroll Officer for the Collaborative including supervision of the Payroll Manager and monitoring of all payroll functions.

1. Ensure all employees receive payroll checks promptly according to the pay schedule.
2. Ensure all employment taxes are paid.
3. Ensure compliance with State Retirement and Massachusetts Teacher's Retirement programs.
4. Ensure compliance with EEOC.
5. Ensure all appropriate rate summaries are signed and up-to-date.
6. Ensure all quarterly reports are properly filed.
7. Maintain a current employee list and ensure that all personnel files are up-to-date.

D. Equipment

1. Responsible for the maintenance, lease agreements and service contracts of all office equipment including copy machines, FAX machines, telephones, postage meter, etc.

E. Grants Management

1. Monitor grant income and expenses.
2. Maintain integrity of grant award.
3. Prepare financial reports as required by the grant.

F. Administrative

1. Assist the Executive Director regarding issues of compliance with federal and state laws.
2. Analyze cost patterns and trends and report findings to the Executive Director.
4. Provide Treasurer and Board with quarterly reports regarding all fiscal operations.
5. Attend evening Board of Director's meetings to discuss or report on fiscal or budgetary issues.

G. Personnel

1. Assist in recruitment, interviewing and selection of all business office support staff.
2. Provide supervision, evaluation and overall management of all business office and related personnel as assigned.
3. Recommend appropriate changes or updates to the collaborative Personnel Policies and Procedures Handbook and Financial Policies and Procedures Manual.

H. Leases and Facilities

1. Oversee and coordinate all custodial and maintenance services.
2. Work with Executive Director to develop lease agreements with member school districts for all programs as appropriate.
3. Coordinates service contracts for building repairs, maintenance, construction and/or renovation.

I. Insurance

Manage all of the collaborative's insurance programs including:

1. Health Insurance
2. OPEB Trust Fund
3. Life Insurance
4. Disability Insurance
5. Worker's Compensation
6. General and Professional Liability Coverage
7. Property Insurance
8. Board of Director's Liability Insurance

J. Professional Development

1. Develop an Educator Evaluation and Development Plan in cooperation with the Executive Director that aligns with overall collaborative goals.
2. Assume responsibility for own professional growth by attending workshops or seminars to keep up to date regarding legal changes, research findings or best practices in the area of school financial management.

X. *OTHER DUTIES AS ASSIGNED BY THE EXECUTIVE DIRECTOR.*

APPLICATION DEADLINE: May 21, 2018

Please send resume, names and contact information of three current professional references, copy of DESE license and letter of intent to:

Audrey Rodrigues
HR Manager
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27 Russells Mills Road
Dartmouth, MA 02748
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Equal Opportunity Employer