

NORFOLK COUNTY AGRICULTURAL HIGH SCHOOL  
400 MAIN STREET  
WALPOLE, MASSACHUSETTS

**JOB DESCRIPTION**

**TITLE:** BUSINESS MANAGER

**SALARY:** Based on education, qualifications and experience.

**START DATE:** October 4, 2021

**SUPERVISION RECEIVED:** Works under the supervision of the Superintendent-Director who gives general instruction and reviews work for effectiveness and conformance with regulations and policies.

**GENERAL STATEMENT OF DUTIES:**

1. Supervises the management of the financial affairs of the school.
2. Assumes the responsibility for budget development and long-range financial planning.
3. Establishes and supervises a program of accounting adequate to record in detail all money and credit transactions.
4. Supervises all accounting operations.
5. Acts as payroll officer for the district.
6. Supervises the collection, safekeeping and distribution of all funds.
7. Manages the district's real estate and insurance programs.
8. Supervises the district's supporting services, through the directors of property services, transportation, purchasing, food services and business services.
9. Develops a facility expansion program and supervises plan construction.
10. Administers a budget control system for the district.
11. Directs all purchasing for the district in compliance with Massachusetts General Laws and the rules of the County of Norfolk.
12. Responsible for preparing and where, appropriate, presenting any financial reports or information data on any aspects of business operations for the Superintendent/Director and or the Board of Trustees.
13. The Business Manager also functions as the Treasurer for the Board of Trustees meetings and he/she must be bondable.
14. Acts as adviser to the Superintendent/Director on all questions relating to the business and financial affairs of the district.
15. Assists in recruiting, hiring, training, supervising and evaluating all clerical, financial and support staff personnel.
16. Arranges for the internal auditing of school accounts.
17. Manage grant funds and necessary financial records and reports in compliance with state and federal regulations.
18. Performs such other tasks as may from time to time be assigned by the Superintendent/Director and/or the Board of Trustees.
19. Serves as a member of the Administrative Team.
20. Attends all Norfolk County Advisory Board meetings.

**QUALIFICATIONS:**

1. Certifiable as School Business Manager or willingness to complete certification requirements within three years of hiring.
2. Bachelor's Degree in Accounting, Business Management, or other relevant concentration.
3. Minimum of three years experience in Business Management, preferably in Education, municipal setting or related area of employment.
4. Personal skills to perform effectively in a position which is both a "service position" and an "administrative position."
5. Able to effectively use technology to develop and monitor sound financial practices.

## **BUSINESS MANAGER**

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### **GENERAL INFORMATION**

#### **BENEFITS:**

1.25 sick days per month, 3 Personal Days, Health and Dental Plans are available with the County paying 70% of premiums. A \$10,000.00 life insurance policy while an active employee. Upon retirement it reduces to a \$5,000.00 benefit.

#### **POLICY:**

Finalists are subject to a Criminal Offender Record Information Check (CORI) and Fingerprint Based Record Check in accordance with and as required by Massachusetts State law, which is satisfactory to NCAHS.

#### **APPLICATION PROCESS:**

In addition to a completed application, each candidate must provide current, pertinent, written references from three sources who were in a position to evaluate the applicant's performance on the job in accordance with all applicable state and federal rules and regulations, and in compliance with M.G.L. c. 6, §§ 167-178 and 803 CMR §§ 2.00.

Please apply through [Schoolspring.com](http://Schoolspring.com) or email a letter of interest and resume addressed to:

John E. Martin, Superintendent-Director

Attention: Lauren Seaman, Executive Administrative Assistant to the Superintendent-Director

Norfolk County Agricultural High School

400 Main Street

Walpole, MA 02081

Phone (508) 668-0268 ext. 11207 Fax: (508) 668-0612

e-mail: [lseaman@norfolkaggie.org](mailto:lseaman@norfolkaggie.org)

### **AN EQUAL OPPORTUNITY EMPLOYER**

Posted: August 18, 2021

The Norfolk County Agricultural High School conforms to all the laws, statutes, and regulations concerning equal employment opportunities and affirmative action. We strongly encourage women, minorities, individuals with disabilities and veterans to apply to all of our job openings. We are an equal opportunity employer who does not discriminate on the basis of race, color, sex, gender identity, sexual orientation, religion, national origin, disability status, genetic information and testing or the Family and Medical Leave Act in its education activities or employment practices as required by Title IX of the 1972 Federal Education Amendments, by Section 504 of the 1973 Rehabilitation Act and by Chapter 622 of the General Laws of the Commonwealth of Massachusetts. We prohibit retaliation against individuals who bring forth any complaint, orally or in writing, to the employer or the government, or against any individual who assist or participate in the investigation of any complaint or otherwise oppose discrimination.

*A service to Norfolk County-Regional Government representing twenty-eight communities of: Avon, Bellingham, Braintree, Brookline, Canton, Cohasset, Dedham, Dover, Foxborough, Franklin, Holbrook, Medfield, Medway, Millis, Milton, Needham, Norfolk, Norwood, Plainville, Quincy, Randolph, Sharon, Stoughton, Walpole, Wellesley, Westwood, Weymouth, Wrentham*