

Greenfield Public Schools

Job Description

Title: Business Manager

The Business Manager is the chief financial executive of the Greenfield Public Schools District (GPS) and serves as the principal advisor to the Superintendent and school committee in matters related to finance, budget, and procurement. The Business Manager also provides leadership and consult in the areas of food services and transportation.

GPS is a public-school district located in western Massachusetts serving preschool through high school students. We have six schools and over 1400 students enrolled. Our preschool is the Academy of Early Learning. Our three elementary schools are Newton School, Federal Street School, and Discovery School at Four Corners serving grades K-4 currently and grades K-5 in the 2025 school year. Greenfield Middle School serves grades 5-7 currently and grades 6-8 in the 2025 school year and Greenfield High School serves grades 8-12 currently and grades 9-12 in the 2025 school year. Our district is committed to providing students with high-quality instructional programs geared to meet the needs of all students and ensure their success.

Qualifications:

- Licensed as MA School Business Administrator
- Experience with MUNIS or similar software, preferred
- Effective interpersonal and leadership skills; experience facilitating communication among divergent groups and leading group decision-making
- Effective administrative and management skills, including demonstrated success as an office manager
- Excellent speaking and writing skills, including the effective utilization of computers, technology, and information management tools
- Certified as a Massachusetts Public Purchasing Official, or willing to become certified

Education / Experience:

- Master's Degree in Business Administration or related field, preferred
- At least three years of leadership experience with public school finance and familiarity with related state and federal laws

Reports To: Superintendent of Schools

Evaluated By: Superintendent of Schools

Supervises: Accounts Payable and Payroll

Responsibilities

1. Financial Planning and Budgeting

- Coordinate development and implementation of annual budget timeline calendar(s)
- Provide support in the annual budget building processes and analysis, working collaboratively with administrators and department heads; ensure district goals align with efficient use of resources; prepare timely presentation documents and facilitate

discussions with staff, School Committee, Finance Subcommittee, at public hearings, and in any and all other meetings at which the budget is discussed

- Assist building principals in developing building-based budgets and provide regular counsel on fiscal and operational areas
- Explore feasibility of using long-term funding for special projects
- Prepare and submit annual school budget and audited annual financial report(s) in compliance with state requirements and in collaboration with municipal auditors
- Prepare multi-year projections of revenues and expenditures
- Review Business Office performance with respect to overall financial condition
- Assist district grant managers in the financial management of grants
- Participate in Budget & Finance Subcommittee and provide reports as needed
- Attend monthly School Committee meetings

2. Accounting and Finance Systems

- Supervise warrant process and prepare monthly financial reports for all program administrators, as needed, and School Committee; highlight any permanent variances in revenues or expenditures
- Investigate pertinent areas of operation through appropriate use of internal audit process
- Work collaboratively with town accountants and City of Greenfield Treasurer to ensure accurate accounting for school funds
- Work closely and cooperatively with state and/or independent auditors;

3. Oversee Purchasing and Supply Management

- Work with the City Procurement Office on all procurements that need their review, supervision, and approval
- Approve all purchase orders
- Ensure that procurement processes operate in an economical manner and in accordance with budget limitations, School Committee policy, and state laws
- Ensure accurate and timely payments of all legitimate accounts payable items
- Review required warrant payment reports for School Committee approval
- Monitor bid and request for proposal process; assist in the final negotiations for all supplier contracts; complete all purchase order and contract requirements
- Work with city officials, other administrators, and architects in planning construction and contracting as needed
- Assist in overseeing, consulting, monitoring, and maintaining files pertaining to any capital projects, including but not limited to MA School Building Authority
- Participate in school and/or Subcommittees pertaining to building projects, maintenance or endowments

4. Oversee Payroll and Personnel Management

- Ensure that payroll checks are issued to all employees on a timely basis

- Work with city officials to ensure timely payments of employee withholdings to appropriate government and retirement systems
 - Monitor compliance with 403B rules
 - Periodically gather market data on prevailing salaries and wages of school districts' employees
 - Provide necessary research for successful rate and salary administration
 - Plan and coordinate development of statistical, financial and management information related to employee relations
 - Oversee personnel and human resource operations, insurance, and medical benefits
 - Assist as needed on all collective bargaining agreement negotiations
- 5. Oversee Insurance**
- Represent district's interests with the appropriate city department in:
 - worker's compensation insurance program
 - property, casualty, and liability insurance programs
 - health/dental/life insurance programs
 - student accident insurance program
 - life insurance program
- 6. Community Relations**
- Participate in local, regional, state, and national professional/educational organizations to stay abreast of school finance and related issues
 - Regularly confer with building principals and administrators regarding problems/solutions related to district operations
 - Approve all contracts between district and outside contractors for funding availability
- 7. Office Management**
- Oversee day-to-day operations of district finances and business operations
 - Collaborate with Superintendent to make employment decisions and recommendations regarding district financial staff
- 8. Miscellaneous**
- Perform other tasks and assume other responsibilities the superintendent may assign or delegate

Work Year: 12-month position

Salary: Salary range up to \$130,000, commensurate with skills and experience; excellent benefits package

Approved by Greenfield School Committee: January 8, 2025