



CITY OF MALDEN, MASSACHUSETTS

THE PUBLIC SCHOOLS

David DeRuosi Jr., Ed. D.
Superintendent of Schools

200 Pleasant Street, Malden, MA 02148 Tel. 781-397-7204 Fax: 781-397-7276

www.malden.mec.edu

ANNOUNCEMENT OF VACANCY

**Malden Public Schools
Administrator for Business and Finance**

Qualifications:

1. Master's Degree in Accounting, Business Administration or related discipline
2. Minimum of five years of successful financial management and supervisory experience, preferably in a municipal or school organization
3. Massachusetts Department of Elementary and Secondary Education certification as School Business Official
4. Strong analytical skills
5. Extensive experience working with computerized financial, human resource, and payroll systems
6. Working knowledge of municipal financial systems
7. Effective communication skills
8. Strong organizational and interpersonal skills
9. Certification as Purchasing Official from the Office of the Inspector General (MCPPO) required

Performance Responsibilities:

The School Business Manager reports directly to the Superintendent of Schools, is a member of the senior leadership team, and is responsible for managing all aspects of the school system's business operations. Duties and responsibilities include the following:

1. Preparation of the annual school operating and capital budget
2. Maintenance of financial controls for expenditures and revenues, including grant, capital and revolving funds
3. Preparation of monthly financial reports for School Committee
4. Attendance at all School Committee Meetings
5. Attendance at all Finance Control Board Meetings; preparation and presentation of school financial information for information and review
6. Supervision of day-to-day operations in the areas of budget and accounting, purchasing and accounts payable, payroll and personnel
7. Fostering close working relationships with city officials
8. Providing management support in the areas of personnel, contract negotiations, transportation, food service and school renovation and construction projects
9. Responsible for preparation of the DESE End-of-Year Report and other state and federal mandated financial reports

10. Assistance with the preparation and analysis of strategic and long-range planning projections, including multi-year financial projections, enrollments, and system-wide goals
11. Preparation of budget presentation documents for the public, including presentation to School Committee, Finance Committee, and City Council
12. Participates as a member and provides financial information to the School Building Committee
13. Development of system-wide business procedures and policies, including staff training
14. Other related duties as required by the Superintendent of Schools

Reports To: Superintendent of Schools

Salary: \$100,000 - \$120,000 based on experience

Terms of Employment: Twelve-month work year. Benefits as established for all administrative positions.

Evaluation: Performance-based evaluation and compensation in accordance with School Committee policy.

To Apply: To be considered for this position, all applicants must provide an informative letter of interest, resume, writing sample of the applicant's choice, proof of licensure or eligibility for licensure; undergraduate and graduate transcripts, and at least three current letters of reference. All application materials must be received by noon on June 6, 2014. Please address all application materials to:

Administrator for Business and Finance
c/o Dr. David DeRuosi, Jr.
Superintendent of Schools
Malden Public Schools
200 Pleasant Street, Room #109
Malden, MA 02148

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The Malden Public Schools does not discriminate on the basis of race, color, religion, national origin, age, gender, sexual orientation, genetic information, or disability in admission to, access to, employment in, or treatment in its programs activities. The Malden Public Schools is an equal opportunity employer committed to diversity in our workplace. The school system's educational philosophy and personnel goals, including the goal of equal employment opportunity, will be considered in filling all positions.