School Administrative Unit #34 in Hillsboro, NH is seeking qualified candidates for the position of Business Administrator to serve our three member districts; Hillsboro-Deering Cooperative, Washington and Windsor with combined budgets of $26 million, 4 schools, 1,200 students and 275 employees.

The Business Administrator is responsible for budget development and monitoring, financial reporting, supervision of the accounting department including Federal grant accounting and audit, supervision of the facilities and food service departments and student transportation, purchasing, and insurance programs including employee benefits.

The Business Administrator must be able to perform strategic budget planning and analysis; attend School Board meetings; participate in labor negotiations and work cooperatively with school personnel, town officials and other community members.

Requirements: Bachelor’s or Master’s degree in Business Administration and/or Municipal Finance; NH Certification as a Business Administrator or eligible to receive certification upon employment; Ten years’ experience in financial management accounting with at least five years in governmental/municipal accounting, preferred.

This is a full-time year-round position beginning July 1, 2020 with a competitive salary and outstanding benefits.

Applications will be accepted through April 1, 2020.

To apply, please go to www.hdsd.org and select Employment.

Equal Opportunity Employer/Equal Educational Opportunities