

EMPLOYMENT OPPORTUNITY...

The Human Resources Department would like to bring to your attention the following employment opportunity within the Milford School District.

School Business Administrator

Location: Milford School District, SAU 40

Applications to: Laura Sebert
Human Resources Generalist 603-673-2202
100 West Street lsebert@milfordk12.org
Milford, NH 03055

Position Available: July 1, 2018

The Milford School District is seeking a School Business Administrator to start no later than July 1, 2018. The successful candidate will be knowledgeable in all aspects of school business and operations, including budget development and management, finance and auditing, buildings and grounds, legal compliance, school nutrition services, contract design and administration, human resources and payroll, technology, driver's education and student transportation. Candidates should possess excellent technical skills and the ability to interact positively with all constituents. The Milford School District is a single district SAU with approximately 2,400 students, 430 regular employees, and 5 buildings supported by a \$41M budget.

Applicants must be certified or be eligible for certification as a NH School Business Administrator (0038) with the NH Department of Education, and have a Masters in Business Administration. A minimum of 5 years of experience in school business operations is strongly preferred. Salary is commensurate with degree & experience.

This is a full-time, year round position.

Application deadline: Open until filled

Interested candidates should submit a Professional application, letter of interest, resume, three letters of recommendation, copies of college transcripts, and a copy of certification to Human Resources. **Internal candidates may fill out a Job Bid form.**