



*New England School Development Council*

28 Lord Road, Marlborough, MA 01752 ➤ Tel: 508-481-9444 ➤ [www.nesdec.org](http://www.nesdec.org)

## **EXECUTIVE OPPORTUNITY**

### **AN INVITATION TO APPLY FOR THE POSITION OF BUSINESS ADMINISTRATOR CONVAL SCHOOL DISTRICT NEW HAMPSHIRE**

Dear Fellow Educator:

The Superintendent of the Contoocook Valley School District (ConVal) invites highly-qualified candidates to apply for the position of **Business Administrator**.

ConVal is a cooperative district located in the Monadnock Region of Southwest New Hampshire. Known as New Hampshire's "quiet corner", the area boasts lakes, rivers, town commons, art galleries, music festivals, and MacDowell, the oldest artist residency program in the United States. ConVal is a large, complex, public school organization. The nine towns that make up the district (Antrim, Bennington, Dublin, Franconia, Greenfield, Hancock, Peterborough, Sharon, and Temple) joined together in 1967 and established a set of "Articles of Agreement."

Currently, ConVal covers over 250 square miles and incorporates 11 schools: eight elementary schools (four are PK through 4, four are K through 4), two middle schools (both Grades 5-8), and one regional high school (Grades 9-12). All member towns host an elementary school, with the exception of Sharon. Sharon's elementary students attend Peterborough Elementary School. The district's central School Administrative Unit (SAU) is housed as part of South Meadow Middle School in Peterborough.

The Business Administrator is a key member of central office administration and participates as an active member of the SAU Leadership Team. This position is responsible for the planning, administration and conduct of the business affairs of SAU #1, in accordance with state laws, policies and practices of the School Board and the direction of the Superintendent of Schools. The Business Administrator is responsible for the continuous review of and recommendations for change in the business policies of the district, for the direction and administration of other assigned projects, and for developing and staffing these functions in accordance with SAU #1 Board policies and the direction of the Superintendent.

#### **Selected Skills, Duties, and Responsibilities:**

- Interpret and monitor various financial statements
- Knowledge of effective budgeting practices
- Knowledge of local, state, and federal financial reporting requirements, including GASB AND GAAP
- Expertise in systems thinking, data analysis and strategic planning
- Proven problem solving and public relations skills
- Demonstrate effective written and oral communication skills

- Provide oversight in the areas of budgeting, financial accounting, risk management and purchasing; provide support to facilities, student transportation, food services, and student support services functions
- Perform other tasks or services as may be assigned by the Superintendent

**For more information about the district or the position,  
please visit the ConVal website:**

<https://convalsd.net/>

**Desired Qualifications:**

- Certification or certifiable as a School Business Administrator
- Master's Degree from an accredited educational institution in Business Education Administration, Finance, or Accounting
- Training and/or experience in school business management, including at least 3 years in a supervisory capacity
- Experience in public school administration preferred
- A knowledge of applicable RSA's and regulations as it relates to the total range of financial planning and reporting within a school business setting
- Demonstrated ability to actively participate in district-wide strategic planning
- Financial, information systems, and facilities experience preferred

This is a full-year position with a competitive salary and benefits package, commensurate with experience and qualifications.

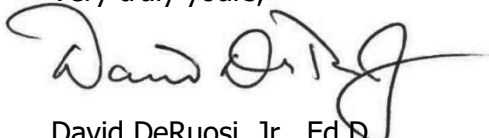
**For more information, please contact: NESDEC Search Office, ConVal Business Administrator Search, NESDEC, 28 Lord Road, Marlborough, MA 01752; Phone: 508-481-9444; Email: [search@nesdec.org](mailto:search@nesdec.org)**

**To access the application, please visit [www.nesdec.org](http://www.nesdec.org)  
<https://www.applitrack.com/nesdec/onlineapp/>**

Review of applications will begin on **June 19, 2023**. Applications received after this deadline may be considered at the discretion of the district. The preferred start date for the new Business Administrator is **July 1, 2023**.

I look forward to your application or your nomination of a qualified applicant. All inquiries and nominations are considered confidential and should be made to the NESDEC office. Thank you in advance for your consideration.

Very truly yours,



David DeRuosi, Jr., Ed.D.  
Associate Director

