Bangor School Department

Director of Business Services – Central Office

* Experience as a school business manager and/or CPA certification preferred.
* Receives and acts on budget recommendations and requisitions; assists the Superintendent in the preparation of the proposed fiscal year budget; computes the costs that make up the budget; prepares the budget document; provides budget control for monitoring expenditures and receipts.
* Uses knowledge of the Maine School Funding Law and school finance in the preparation and administration of the school budget.
* Provides fiscal control for grant funds received from government, state and federal sources.
* Directs and facilitates the purchasing process.
* Directs and facilitates the contracted services secured by the School Department, such as bus transportation, architectural and engineering services, and repair or construction contracts.
* Establishes and supervises the accounting system and maintains the internal auditing system.
* Supervises the Business Office clerical staff.
* Monitors unemployment and workers' compensation/appeal process.
* Reviews mileage and expense claims for all employees.
* Participates in long range planning on items of system wide significance such as utilization of buildings, redistricting, and overall budget planning.

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