

**PENNSBURY SCHOOL DISTRICT  
HUMAN RESOURCES DEPARTMENT**

PLEASE POST

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**VACANCY ANNOUNCEMENT/ADMINISTRATIVE POSITION**

**December 21, 2018**

**TITLE:** BUSINESS ADMINISTRATOR

**REPORTS TO:** Superintendent

**JOB SUMMARY:** The Business Administrator is responsible for all business affairs of the School District. Responsibilities include leading the preparation, control and reporting of the annual general fund and capital budgets, as well as future year operating and capital budget projections. The Business Administrator is responsible for the management of financial services, plant facilities, transportation, warehouse, print shop, purchasing, and payroll. This position also administers or coordinates professional service agreements and contracts, including food services, KidsCare, the aquatics program, architectural and engineering services, legal services, insurance, financial advisor services, accounting, audit, health benefits, and open records requests. Additionally, the Business Administrator is expected to lead, participate in and support boards, teams, and committees as assigned by the Superintendent and serve as School Board Secretary.

**REQUIREMENTS:**

- Master's degree required, Business and/or Finance preferred;
- Experience in government or school district accounting and budgets preferred;
- Familiarity with Pennsylvania school district organization and governance desired;
- Experience working with construction projects;
- Experience with risk management and investments;
- Minimum of five years management and leadership experience;
- Strong communication skills;
- Strong understanding of legislative and financial issues facing school districts;
- Ability to relate well to administrators, school board, faculty, staff, and the public.

**Effective:** Immediately

**Candidates interested in applying for this position must upload application documents through our online application process located on our District website, or the direct link <https://pennsbury.tedk12.com/hire/index.aspx>. Please upload a letter of interest, resume, three-year salary history, three letters of recommendation, copies of current clearances (PA Child Abuse, PA Criminal History, FBI Fingerprinting), and the Act 168 Form of 2014 when applying. Please upload online no later than 4:00 p.m. on January 14, 2019.**

**Please note that all applications and application documents must now be submitted electronically through TalentEd per the instructions above for consideration. Paper applications sent through Human Resources department e-mails, by fax or U.S. mail will not be considered.**

Pennsbury School District shall not discriminate in their educational programs, activities or employment practices based on race, color, national origin, sex, disability, age, religion, ancestry or any other legally protected classification. This policy is in accordance with State and Federal laws, including Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, the Americans with Disabilities Act of 1990 and the Pennsylvania Human Relations Act. Information relative to special accommodations, grievance procedure, and the designated responsible official for compliance with Title VI, Title IX, and Section 504 may be obtained by contacting the School District.