



Moniteau School District

Administrative Offices
1810 West Sunbury Road
West Sunbury, PA 16061
(724) 637-2117
Fax (724) 637-3862

Description:

Moniteau School District is accepting applications from candidates interested in joining our team as a full-time (12-month position) Business Manager that will provide leadership in all district functions. Enrollment is approximately 1150 students, 175 employees and financial management of the districts \$24.4 Million budget.

Candidate with a degree in business administration or accounting required, MBA/CPA, and/or related field experience in school business operations preferred. Candidates must have demonstrated financial management and leadership in a school or business organization.

Must be skilled in:

- budget preparation
- auditing
- finance
- human resources
- investments
- insurance
- purchasing
- payroll/benefits
- administration
- school operations

Use of technology in all aspects of the position is essential. The successful candidate will be organized, self-motivated and prepared to embrace all challenges of becoming an essential part of the school district's administrative team. Involvement in financial aspects of food service, transportation and facilities will be required.

Responsibilities include:

- payroll
- purchasing
- insurance
- investments
- dept service
- accounting
- board secretary

Starting date to be mutually agreed upon by the successful candidate and the school district.
Send letter of interest, detailed resume and all clearances to:

Mrs. Aubrie Schnelle, Superintendent
Moniteau School District
1810 West Sunbury Road
West Sunbury, PA 16061.

Application deadline is November 30, 2022.