



MILLVILLE AREA SCHOOL DISTRICT

PO Box 260 Millville, PA 17846

570-458-5538 X 3220 Fax: 570-458-5584

High School Office
PO Box 260
570-458-5538 X 2303
Fax 570-458-5583

Elementary Office
PO Box 300
570-458-5538 X 1000
Fax 570-458-4715

Employment Posting

Millville School District is accepting applications for the following:

Business Manager/Board Secretary

Anticipated immediate opening for a full-time 12-month position that supports a \$15 million annual budget with an enrollment of 580 students.

The Millville Area School District seeks a highly-qualified, dynamic individual with integrity and outstanding financial management skills for the position of Business Manager. Reporting directly to the Superintendent, the Business Manager is responsible for the administration and supervision of the district's fiscal operations as well as non-instructional services including transportation and food services. Specifically, the Business Manager supervises the development and implementation of the district budget, investment programming, accounting, purchasing, payroll/benefits, tax collections, debt management, insurance/risk management, state and federal reporting, contracts, general business office operations, facility planning, and negotiation/collective bargaining support.

The successful candidate must have a bachelor's degree in Business Administration, Accounting, or Educational Administration and have experience in public school finances. MBA or CPA preferred. Furthermore, the successful candidate must possess exceptional interpersonal skills, strong written and oral communication skills, as well as experience with supervision and evaluation of staff. Knowledge of CSIU FIS software programs for accounting and payroll systems is beneficial.

Please express interest by submit a cover letter, resume, application, certifications, transcripts, three references, current Act 34, 114, 151, 126 certificate, and 168 forms to:

Joseph Rasmus
Superintendent
Millville School District
PO Box 260
Millville, PA 17846

Recent physical and TB test are required prior to employment.

Deadline when filled.