



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

January 15, 2020

Attn: Classifieds

Please run the following ad January 16, 17, 18, 19, 23, 24, 25, 26, 2020

Millville School District is accepting applications for the following:

- **Business Manager/Board Secretary**

Immediate opening for a full-time 12-month position that supports a \$15 million annual budget with an enrollment of 630 students.

Responsible for administration and supervision of fiscal operations and non-instructional services including transportation and food services. Reporting directly to the Superintendent, the ideal candidate will possess a Bachelor's degree in Business Administration, Accounting, or Educational Administration and have experience in public school finances. MBA or CPA a plus.

Major responsibilities include budget, investment program, 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.

Computer, organizational, written and oral communication skills necessary.

Cynthia Jenkins
Superintendent
Millville School District
PO Box 260
Millville, PA 17846

Recent physical and TB test are required prior to employment.

Application deadline: January 29, 2020