



Shaffer, Janet <jshaff@huntsd.org>

Job Posting

Shaffer, Janet <jshaff@huntsd.org>

Mon, Mar 15, 2021 at 2:32 PM

To: allhasdemailaccounts <allhasdemailaccounts@huntsd.org>

From: Fred E. Foster, Superintendent

Subject: Position Available

The Huntingdon Area School District is accepting applications for the following position:

Business Manager

Full time, 12 month administrative position. Qualifications include a Bachelor's Degree from an accredited college or university in accounting or business management & PA certified school business certification (PCSBA or PCSBO). 3 to 5 years of working experience in the field of accounting with prior school district or governmental accounting preferred including some supervisory experience. Responsible for the overall accounting, finances and budgeting (\$31 million) of the school district with supervision over Human Resources, Payroll, Accounts Payable, Transportation & PDE state reporting. Excellent computer, communication skills & experience required. Apply by letter of Interest, resume, transcripts, 3 reference letters, application, current Act 34, 114 & 151 clearances, Act 168 Release Forms to jshaffer@huntsd.org or mail to Fred E. Foster, Superintendent, 2400 Cassady Avenue, Ste 2, Huntingdon, PA 16652 by 3 P.M. April 5, 2021.

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Janet M. Shaffer
Superintendent's Secretary & School Board Secretary
Huntingdon Area School District
814-641-2106