



# Littlestown Area School District

An Equal Opportunity Educational Institution

162 Newark Street  
Littlestown, PA 17340  
Phone: (717)359-4146  
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## Employment Posting: Business Manager

### Qualification Requirements:

- Minimum of 5 years of experience as a Business Manager and/or equivalent experience with Business, administrative and leadership functions.
- Bachelor's degree in Public Administration, Business Administration, Accounting, Finance or related field
- Master's Degree, CPA or PA Registered School Business Administrator is preferred

### Description:

The Littlestown Area School District is seeking a Business Manager to administer and lead the system-wide business operations affairs and support functions of the district. With an operating budget of 35M, the ideal candidate must be driven toward the goals of the school district with a strategic fiscal mindset and possess leadership and communications skills at all levels.

Responsibilities include but not limited to all audit functions, cash management & investments, debt service, capital fund management, school construction financing and management, financial accounting, planning and budgeting, insurance/risk management, negotiations, and tax administration.

### About the Employer:

The Littlestown Area School District is located in rural Adams County Pennsylvania with approximately 2,000 students.

The Littlestown Area School District is driven by its vision to empower all learners to pursue their education. Our mission is for our students and faculty to discover passion & purpose, develop critical thinking and digital skills and to inspire generations of career innovators.

Please express interest by applying through our district website:

<https://www.applitrack.com/littlestown/onlineapp/jobpostings/view.asp?internaltransferform.Url=&category=Administration>