

## **BUSINESS ADMINISTRATOR**

Freedom Area School District is seeking a Business Administrator to manage fiscal activities and operations. Must be knowledgeable in budgeting, financial planning, cash management, federal and state reporting requirements related to school funding, fund accounting, bidding, negotiations, facilities, child accounting, and school construction. Responsibilities include payroll, employee benefits, purchasing, insurance, investments, and accounting. Prior supervisory and accounting experience required. Bachelors required. Accounting degree strongly preferred; Masters or CPA preferred. Must possess strong interpersonal skills. Minimum of 5 years' experience in public school finances required. Must be bondable.

Send letter of interest, resume, three letters of recommendation, Acts 34, 151, and 114 clearances, and transcripts to:

Dr. Jeffrey Fuller, Superintendent, 1702 School Street, Freedom, PA, 15042

Electronic submissions can be sent to: [cboyle@freedomarea.org](mailto:cboyle@freedomarea.org)

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