



# Moniteau School District

Administrative Offices  
1810 West Sunbury Road  
West Sunbury, PA 16061  
(724) 637-2117  
Fax (724) 637-3862

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## Position Vacancy

**DATE POSTED:** June 25, 2020

**POSITION(S):** Business Manager, 12 month position

**DEADLINE FOR FILING:** August 15, 2020

**APPLY IN WRITING TO:** Mr. Thomas Samosky  
Superintendent  
1810 West Sunbury Road  
West Sunbury, PA 16061  
(724) 637-2117

Moniteau School District is an equal opportunity education institution and will not discriminate on the basis of race, color, national origin, sex or handicap in its activities, programs, or employment practices as required by Title VI, Title IX, and Section 504.

For information regarding civil rights or grievance procedures, contact Title IX Coordinator, Section 504 Coordinator, Mr. Thomas Samosky, Superintendent, at 1810 West Sunbury Road, West Sunbury, PA 16061; telephone (724) 637-2117. For information regarding services, activities, and facilities that are accessible to and useable by handicapped persons, contact the Superintendent as above.

The Moniteau School District is accepting applications for the following position:

**Business Manager**

Moniteau School District

1810 West Sunbury Road

West Sunbury, PA 16061

**Description:**

Moniteau School District Business Manager Full-time 12 month position is accepting applications from candidates interested in joining our team as full-time Business Manager that will provide leadership in all district functions. Enrollment is approximately 1200 students, 175 employees and financial management of the districts \$22.5 Million budget.

Candidate with a degree in business administration or accounting required, MBA/CPA, and/or related field experience in school business operations preferred.

Candidates must have demonstrated financial management and leadership in a school or business organization. Must be skilled in budget preparation, auditing, finance, human resources, investments, insurance, purchasing, payroll/benefits, and administration and school operations. Use of technology in all aspects of position essential. Successful candidate will be organized, self motivated and prepared to embrace all challenges of becoming an essential part of the school district's administrative team.

Responsibilities include: payroll, purchasing, insurance, investments, dept service, accounting and board secretary. Involvement in financial aspects of food service, transportation and facilities

Starting date to be mutually agreed to by the successful candidate and the school district.

Send letter of interest, detailed resume and all clearances to:

Mr. Thomas Samosky, Superintendent, Moniteau School District, 1810 West Sunbury Road, West Sunbury, PA 16061. Application deadline will be August 15, 2020.