



## Anticipated Business Manager

The Palmerton Area School District has an anticipated vacancy for a Business Manager. This position is responsible for overseeing the financial, budgeting, purchasing, auditing, and payroll procedures within the district, as well as maintaining thorough and efficient operation of the business office functions through effective leadership supervision, and review. Candidates must also be knowledgeable in tax billing/collections; financial planning; debt management; federal and state regulations related to school funding, accounting, and reporting.

Qualified applicants must possess a BS/BA in finance, accounting, or business; minimum of five (5) years' experience in public education; and experience in managing service-oriented programs. Excellent interpersonal and communication skills are critical to effective performance in this position

The Palmerton Area School District operates with an approximate \$36M budget, serving approximately 1,700 students. This position is a full-time 12- month position. Salary commensurate with education and experience.

Applicants must submit a signed cover letter, resume, PASD Administrator Application (located on the Human Resources tab of the district website), transcripts, current clearances, and 3 letters of recommendation.

Documents must be mailed or emailed to the following:

Ms. Jamie Schuler  
Assistant to the Superintendent  
Palmerton Area School District  
680 Fourth St.  
Palmerton, PA 18071

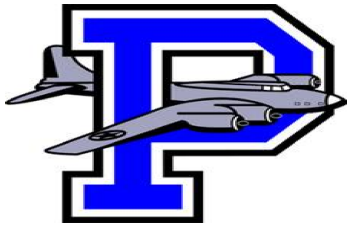
[HumanResources@palmerton.org](mailto:HumanResources@palmerton.org)

**Applications will be accepted until Friday, September 10, 2021.**

A copy of the job description is available on the district's HR webpage.

### EQUAL RIGHTS AND OPPORTUNITIES POLICY

As an equal rights and opportunities agency, the Palmerton Area School District will not discriminate in its educational programs, activities, or employment practices, based on race, color, national origin, sex, disability, age, religion, ancestry, or any other legally protected classification. Announcement of this policy is in accordance with state and federal laws, including Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990.



## PALMERTON AREA SCHOOL DISTRICT

680 Fourth Street  
Palmerton, PA 18071  
(610) 826-7101  
[www.palmerton.org](http://www.palmerton.org)

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PALMERTON AREA SCHOOL DISTRICT

### JOB DESCRIPTION

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**Position Title:** Business Manager  
**Assignment:** District Wide  
**Labor Relationship:** Individual Contract  
**Date Originated:**  
**Date Revised:** September 2015  
**Reports To:** Superintendent

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#### **Position Summary:**

To provide professional supervision and assistance in overseeing various support services needed by the educational and administrative programs of the district. This position will plan and manage the business affairs of the school system in compliance with pertinent laws, state and federal regulations, and the Board of Education policies.

#### **Qualifications:**

##### Education/Experience:

- BS/BA in finance, accounting or business administration or ten (10) years of prior related school district experience in lieu of education
- Five (5) years of experience in public school business administration, preferred
- Two (2) years of experience in managing service-oriented programs
- Post graduate courses and seminar training in the various fields of responsibility
- PASBA/PASBO affiliation
- Such alternatives to the above qualifications as the School Board of Directors may find acceptable and reasonable
- Retain a valid driver's license

##### Skills/Knowledge/Abilities:

- Understanding of fund accounting and generally accepted accounting practices
- Competent with various financial software packages
- Knowledge of federal and state grant writing
- Possess excellent verbal and written communication skills
- Possess problem solving, planning, and interpersonal skills
- Ability to work in an environment with frequent interruptions
- Ability to make judgments and work under high level of stress
- Ability to communicate effectively with Board of Directors, staff, parents/guardians, and general public
- Ability to handle multiple tasks at one time
- Ability to exercise good judgment and confidentiality
- Ability to speak in a public forum and to present data in a clear and concise manner
- Ability to supervise staff
- Complete application packet and supply current clearances as required by Pennsylvania law

##### Physical:

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- Ability to effectively operate office equipment including, but not limited to, telephone system, computer/laptop, fax machine, copier, and calculator
- Ability to communicate via telephone system and email system
- Ability to sit continuously for a period of time, approximately two and one-half (2 ½) hours
- Ability to stand for long periods of time
- Mobile for travelling distances inside and outside of district facilities
- Ability to raise and lower objects from one level to another, carry materials in arms or by appropriate means, and use hands and arms to reach and handle objects
- Possess clarity of vision with or without corrective lenses
- Express ideas in spoken form and perceive speech or the nature of sounds in the air with or without hearing aid

**Functions/Duties/Responsibilities:** To perform this job successfully, an individual must be able to perform each essential function/duty/responsibility at acceptable standards as set by the employer. In accordance with both state and/or federal law, reasonable accommodations will be considered upon employee request.

*Budgeting and Financial Planning:*

- Establish a system of control for budget execution and directs all financial accounting in the district
- Assist and cooperate with outside auditing agencies in the conduct of approved audits or reviews of the district's fiscal records.
- Works with the translation of the educational needs of the district into composite short-term and long-term financial plans
- Review and provide resource support for the preparation of the annual district budget in conjunction with the Superintendent, review the budget with the administrative team and present the budget for approval and adoption by the Board of Directors
- Be familiar with all sources of revenue for school purposes, work with the Superintendent and administrators to explore possibilities of new sources, responsible for obtaining all monies to which the Board of Education is entitled, and works with all concerned in securing the funds necessary to operate the educational program
- Process state and federal financial reports including but, not limited to, school health reports, charter school reports, and transportation reports

*Purchasing:*

- Review and sign all purchase orders prior to their transmission to vendors
- Assume responsibility for all purchases when bidding is required, including equipment and supplies for new buildings as well as for existing buildings.
- Oversee all purchasing for the district
- Prepare supply lists, assist in writing and computerizing specifications for bidding and advertising, and tabulate bids, all in accordance with established purchasing policy and state laws and shall present recommended bid awards for Board of Directors approval

*Construction Programs:*

- Make certain that all necessary PLANCON documents and related submissions are completed, approved, and submitted for projects that require such items

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- Collaborate with attorneys and financial advisors to obtain suitable financing for major projects
- Assist the Superintendent with architects and/or engineers in the planning, design, and implementation of construction projects
- When directed by the Superintendent, shall work with committees of teachers, principals, consultants, non-teaching staff, parents/guardians, and other staff members as well as the district administration in preparing the overall design of building planning and construction phases with a view to meeting the needs of the students over an extended period of time
- Assist the Superintendent in working with architects to see that educational needs are properly translated into final plans when anticipating new building construction

School Community Relations:

- Provide the Superintendent, Board of Directors, and staff with facts and information that help them in their relations with the public
- Interpret the business area of educational programs to the educational staff and to the public where possible and required

Personnel Management:

- Assist the Superintendent in preparing for and/or conducting negotiations and in handling individual and group problems related to duties, salary, working conditions, benefits, policies, and procedures of all personnel, and provide guidance and information in connection with employment or severance from service for these personnel
- Assist the Superintendent to develop adequate position descriptions for Business Office and support personnel, and administrative regulations and operational policies for approval by the Board of Education to achieve economical and professional business management

Food Service & Transportation:

- In conjunction with the Food Service Manager, oversees the food service program, its maintenance, monthly inspection, reports, and supervision, conferring with interested parties to provide economical, satisfactory, and efficient management of the program at reasonable prices
- Recommend food service program pricing to the Superintendent and Board of Directors for approval when changes appear to be necessary
- Works with contracted transportation vendor to provide transportation services to district students

Other Functions:

- In the absence of the Superintendent, signs such official documents and papers as may be relevant to the Business Office
- Assist the Superintendent in the development of the agenda for monthly and special board meetings and other similar presentations
- Perform other duties as assigned by the Superintendent

**Terms of Employment:**

- 12-month position
- Individual contract

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- Work year shall be from July 1 through June 30

*Nothing in this job description shall restrict or limit the employer's right to assign or reassign duties and responsibilities to this job at any time. This description reflects the assignment of essential functions, but it does not prescribe or restrict the task that may be assigned. This job description may be subject to change at any time.*