



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

Applications will be accepted until Monday, September 27, 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.