

### **Business Manager/Board Secretary**

Immediate opening for a full time 12-month position that supports a \$81 million annual budget with a student enrollment of 3200 students. Responsible for administration and supervision of fiscal operations and non-instructional services including transportation and food service. Reporting directly to the Superintendent, the ideal candidate should possess a Bachelor's degree in Business Administration, Accounting and Education Administration. MBA or CPA preferred. Required experience in public school finance and a minimum of 3 years of working in or with K-12 finances. Major responsibilities include budget, investment program, accounting, purchasing, payroll/benefits, tax collections, debt management, insurance/risk management, state and federal reporting, contracts, general business operations, facility planning, and negotiation/collective bargaining support. Computer, organizational, written and oral communication skills necessary. Please submit resumes to Dr. Tia Wanzo, Superintendent, McKeesport Area School District, 3590 O'Neil Boulevard, McKeesport, PA 15132 or [twanzo@mckasd.net](mailto:twanzo@mckasd.net). Application deadline is October 11, 2023. EOE