

PERU CENTRAL SCHOOL DISTRICT

PLEASE POST

To: Interested Staff
From: Scott Storms, Superintendent of Schools
Date: October 25, 2022
Posting: #2023-21

The District expects to appoint an individual to the following position for the 2022 - 2023 school year:

School Business Administrator/School Business Manager

Anticipated Assignment:

- 12-month, full-time position

Responsibilities May Include:

- Direct supervision of the Business Office, and the School Lunch, Building & Grounds & Transportation departments
- Advise the Superintendent on all business and financial issues
- Manage the finances of the District
- Develop and lead the annual budget development process, including preparation of budget presentations & newsletters, and interpreting the financial concerns of community members
- Supervise non-instructional personnel
- Participate in all negotiations with collective bargaining units
- Perform purchasing agent duties
- Coordinate insurance needs
- Coordinate safety programs and plans
- Possess excellent communication and human relationship skills
- Other duties per contract

Compensation:

- Commensurate with qualifications and experience

Individuals interested in this posting should hold appropriate licenses/certifications (NYSED certification as School Business Administrator (SBA)/School District Business Leader (SDBL), or the ability to obtain a Civil Service classification of Business Manager (Schools)/School Business Executive. Experience in NYS public schools preferred.

Interested individuals **MUST** apply via the PNW BOCES OLAS site at <https://www.olasjobs.org/jobs?keyword=®ion=03>.

Responses to this posting are due by **Thursday, December 15, 2022**. Thank you.