

Director of Finance and Business Services  
Position Available June 2024

Antietam School District is currently seeking applications for the position of Director of Finance and Business Services - 12-month Cabinet Level position. Enrollment approximately 1,220 with budget of \$26 million. Bachelor's degree in business management, accounting, finance, or a related field is required. Experience and/or graduate degree or significant coursework in PA public school finance together with at least three (3) years of relevant experience with business and administrative functions is preferred. Responsible for planning and managing the daily financial affairs and risk management of the school district, monitoring the overall financial state of the district, and managing the accounting system and procedures to ensure accurate information is readily available to make sound financial decisions. Administration of district finances includes budget preparation, fiscal planning and analysis, PDE state and federal financial reporting, payroll, accounting, employee benefits, insurances, investments, debt service and bond issuance, and business office functions. Additionally, this position oversees pupil transportation, food service, and technology, and assists the Superintendent in the oversight of district facilities. Must possess leadership skills, demonstrate professional ethics and interpersonal skills; excellent written and oral communication skills; ability to relate well to administrators, school board, staff and public. Regionally competitive salary offered commensurate with level of experience.

Send letter of interest, resume, three (3) recommendation letters, current Act 34, 114 (FBI), 151 Clearances, PDE-6004 Certification form, Act 168 Sexual Misconduct/Disclosure Release form to Dr. Heidi Rochlin, Superintendent, Antietam School District, 201 N. 25<sup>th</sup> St, Reading, PA 19606 or [hrochlin@antietamsd.org](mailto:hrochlin@antietamsd.org). Posting will remain open until filled.