

Valley Grove School District
429 Wiley Avenue
Franklin, PA 16323-2834

PLEASE POST
NOTICE OF ADMINISTRATIVE VACANCY

January 28, 2025

Business Administrator/Board Secretary

Full-time 12-month position available immediately. Rural school district located in Venango County with approximately 830 students; 125 employees; 2024-25 budget approximately 16.9 million. Minimum requirement for this administrative position is a bachelor's degree in Business Administration with a major in accounting. PA Registered School Business Administrator or Official (PRSBA or PRSBO) certification preferred, but not required. Individuals possessing a Master of Business Administration (MBA) degree or Certified Public Accountant (CPA) license along with school business administrative experience may also apply. Effective leadership, supervision, communication and interpersonal skills required.

Responsibilities of the position include, but are not limited to budget preparation under Act 1 regulations, financial and debt management, state/local audits, payroll supervision, employee benefits, insurances, transportation reporting, overseeing food service operations, tax administration, duties of school board secretary, and contract negotiations.

Send letter of interest, resume, transcripts, and three current reference letters to Kevin Briggs, Superintendent, Valley Grove School District, 389 Sugarcreek Dr, Franklin, PA 16323 or email to employment@vgdsd.org. Proper clearances will be required prior to employment.

Deadline for applications is Tuesday, February 18, 2025 by 4:00 PM.

The Valley Grove School District does not discriminate against individuals or groups because of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, protected genetic information, if all or part of an individual's income is derived from any public assistance program, Vietnam-era veterans, or any other protected class of individuals as per federal government directive/law. No person shall on the basis of the foregoing be excluded from participating in, be denied the benefit of, or be subject to discrimination under any educational program, activity or employment. The School District's commitment to non-discrimination extends to students, employees, prospective employees and the community in accordance with state and federal laws.