

The Mifflinburg Area School District is accepting applications for the position of **Business Administrator**. The District is located in Central Pennsylvania in Union County and has an enrollment of approximately 1800 students with an operating budget of nearly \$36 million.

The School Business Administrator is responsible for administering all aspects of the school district's fiscal activities and the overall functioning of non-educational operations. Candidates must be knowledgeable in budgeting; budget forecasting; auditing; tax billing/collections; financial planning; and federal and state legislation/regulation related to school funding, accounting and reporting. Responsibilities include but are not limited to the following: the ability to meet deadlines, budgeting, payroll, purchasing, insurance, investments, debt service, fund accounting, as well as oversight of cash management, bidding, transportation, facilities, federal funds, food services, technology services, and AFR Preparation.

The successful candidate will possess the ability to multitask, problem solve, innovate and make independent judgements. In addition, the candidate is required to have strong analytical skills, be able to work in a team environment, employ excellent organization skills, and effectively supervise. This position is responsible for ensuring that the District maintains efficient and effective financial and operating systems and processes, high service levels, and accountability across its core business and operations functions, while continually seeking to improve resource utilization.

A Bachelor's degree in Business Administration, Accounting, or Finance, and experience in handling the accounting of federal programs is required, with a minimum of five years supervisory experience in a public school district or auditing firm, and experience with the CSIU (web-based) financial system a plus. Strong oral and written communication skills are required. CPA and MBA strongly preferred. Excellent benefits and competitive compensation.

Interested applicants should submit a letter of interest, resume, three (3) letters of reference and college transcripts to Mrs. Tammy L Boop, School Board Secretary, 178 Maple St, Mifflinburg, PA 17844. Deadline for accepting applications is Wednesday, April 13, 2022.