

PINE GROVE AREA SCHOOL DISTRICT

JOB POSTING VACANCY NOTICE

BUSINESS ADMINISTRATOR

The Pine Grove Area School District is currently searching for a knowledgeable, fiscally responsible, and progressively minded leader to serve as the next Business Administrator. This vacancy is to be filled as soon as possible. This individual should have a keen understanding of federal and state legislation related to school funding, budgeting, financial planning, accounting, and reporting. The Business Administrator is responsible for overseeing the total business and financial operations of the school district including payroll, employee benefits, child accounting, facilities, purchasing, bidding, insurance, debt service, accounting, and all contracted service providers. The Business Administrator reports directly to the Superintendent of Schools. The district serves more than 1,700 students with a 2025-2026 budget of \$31,000,000

Qualities and Qualifications:

- Bachelor's Degree in Accounting, Business Administration, or related field required
- Master's Degree and/or CPA certification preferred
- Previous experience as Business Administrator or related position in public school accounting preferred
- Registered status as Pennsylvania School Business Administrator/Official (PRSBA/O) preferred
- Auditing experience preferred
- Knowledge of current laws and regulations relating to public school accounting
- Experience in supervising electronic budget and accounting systems
- Executive core qualifications, including the ability to lead change and lead people, the ability to meet district goals with a focus on results, the possession of business acumen, and the ability to build coalitions. Must be able to lead and manage, and to ensure that targeted goals and initiatives are achieved
- Ability to enhance overall educational programs and services for all students by building capacity and consistency for effective change and sustainability
- Ability to perform the above responsibilities at a high level

Terms of Employment:

- Twelve-month work year. Salary and benefits shall be in accordance with the negotiated agreement between the Board of School Directors and Business Administrator.

To Apply:

- Initial application may be made by submitting a Letter of Interest, a current educational vitae, credentials and three (3) letters of reference. Applicants who are contacted for interviews will be expected to provide current Act 34, 114, and 151 clearances, to provide college transcripts and to comply with district policies. A Letter of Interest with credentials, vitae and letters of reference should be sent via mail/email with a subject line BUSINESS ADMINISTRATOR VACANCY to:

Mrs. Brittney Harner

Administrative Assistant to the Superintendent, School Board Secretary

Pine Grove Area School District, 103 school Street, Pine Grove, PA, 17963.

- Email: bharner@pgasd.com
- Website: www.pgasd.com/domain/45

The Pine Grove Area School District is an equal opportunity employer