

**The Jeannette City School District is taking applications for the position of Business Manager.**

Responsibilities include cash management & investments, debt service, capital fund management, financial accounting, planning and budgeting, audit functions, insurance/risk management, tax administration and personnel.

**QUALIFICATIONS:**

1. Bachelor's Degree in Business Administration/Accounting or similar related discipline
2. Three (3) years of prior related administration or accounting experience in PA Public Schools preferred.
3. An understanding of fund accounting and generally accepted accounting practices
4. Salary range is regionally competitive and negotiable upon experience

Interested candidates should send cover letter, resume, and references to Mr. Matt Jones, Superintendent of Schools at [mjones@jeannette.k12.pa.us](mailto:mjones@jeannette.k12.pa.us) or 1000 Lowry Avenue, Jeannette PA 15644. Applications accepted until March 28, 2025. Anticipated start date, May 2025.