

Mount Union Area School District

Administrative Center
603 North Industrial Drive
Mount Union, PA 17066
814-542-8631
814-542-8633 – Fax #
www.muasd.org

The Mount Union Area School District is accepting applications for the following Administrative Position:

Director of Business Affairs
Full-time, 12-month position, 240 days
Position Available Now

Requirements: Bachelor's or Associate's Degree in business administration, finance, accounting, or related field.
Knowledge and experience in PA Public Schools, budget development, financial accounting, payroll, fund accounting, purchasing, and office management.
Knowledge or experience with CSIU accounting and payroll software preferred.

Interested individuals should submit a letter of interest, resume, three letters of reference and necessary clearances to Dr. Amy J. Smith, Superintendent at applications@muasd.org or mailed to Mount Union Area School District, 603 North Industrial Drive, Mount Union, PA 17066.

Applications will be accepted until position has been filled.

Telephone: (814) 542-8631. Fax # (814) 542-8633. EOE