

## **Job Opening**

### **Business Manager/Board Secretary**

The Commodore Perry School District is accepting applications for the position of Business Manager/Board Secretary. The successful candidate will have a bachelor's degree in business administration, accounting, or related field, have excellent communications and organizational skills, and most importantly, have a desire to be part of a team. This position is responsible for preparation of a \$9 million budget, state and federal reporting, auditing procedures within the district, accounts receivable and accounts payable, payroll, cash management and investments, and preparing Board documents and recording minutes at Board meetings. Prior experience in a school district is preferred. Interested applicants should submit a letter of interest and a resume to Dr. Kimberly Zippie, Superintendent, 3002 Perry Highway, Hadley, PA 16130 by March 8th. Interviews will begin immediately; however, the position will remain open until a qualified candidate is found.