

# Vacancy Notice

Northern Potter School District  
745 SR 49 Northern Potter Road  
Ulysses, PA 16948

The Northern Potter School District has the following 12 month (260 day) position available starting as early as Mid-February 2023.

## Business Manager

The business manager provides guidance and advice to the Superintendent and the Board of School Directors on financial matters. The position is responsible for ensuring that the District maintains efficient and effective financial operations and management of an 11 million dollar budget. Additionally, the Business Manager serves as the Secretary to the Board of School Directors and is expected to attend monthly Board meetings. Applicants must be knowledgeable in budget development, financial planning, investing, payroll, transportation, insurance, tax collection, overall budget management, and is responsible for federal and state reporting requirements.

A bachelors degree in business, accounting, or finance is required. Experience as a district business manager is highly preferred. This position has excellent benefits and competitive compensation.

Send or email cover letter, resume, Act 34, 114, and 151 clearances, transcripts and three reference letters to Nate Jones, Superintendent, Northern Potter School District, 745 Northern Potter Road, Ulysses, PA 16948 or email [njones@northernpottersd.org](mailto:njones@northernpottersd.org). If you have any questions regarding the position please call (814) 848-7506.

**Deadline: December 7, 2022**

**E.O.E.**