



Eastern Lebanon County School District  
Position Posting

Position Title: Business Manager

Location: District Office

The Eastern Lebanon County School District is currently accepting applications for the position of Business Manager. With a student population of approximately 2,400 and an operating budget of \$54 million, this is a vital role within the district, reporting to the superintendent.

As the District's chief financial officer, the Business Manager will be responsible for a range of activities including supervising the Director of Food Services and business office staff and having oversight responsibility for contracted transportation services, food service staff, purchasing, payroll, and taxes. One of the critical responsibilities of the Business Manager will be to develop the district budget, along with managing financial accounting, reporting, investments and insurance programs.

The ideal candidate for this role will have a proven track record in financial management, strategic planning and leadership in a school or business organization. Previous experience with building projects or renovations is highly desirable. Strong written and verbal communication skills, as well as being self-motivated, organized, and possessing excellent interpersonal skills, are also essential for this position. The successful candidate must be ready to take on all challenges and become an integral part of the ELCO Administrative team.

This position will begin on or about November 27, 2023.

**Minimum Requirements:**

- Bachelor's degree in business administration/management, accounting or related field;
- Master's in business administration or CPA certification preferred;
- Minimum five years experience as a business manager or related role;
- Knowledge of current laws and regulations relating to public school accounting;
- Evidence of school and/or business leadership experience;
- Executive Core Qualifications, including the ability to lead change and lead people, the ability to District goals with a focus on results, the possession of business acumen, and the ability to build coalitions;
- Demonstrated skills in computer technology and financial software applications;
- Satisfactory work record & criminal/child abuse clearances (Acts 34, 114 and 151); and
- Such additional or alternatives to the above qualifications as the Board and/or Superintendent may determine appropriate and acceptable.

**Application Process:**

All applications are being accepted at [www.pareap.net](http://www.pareap.net), job ID#76823. When posting information to PA REAP, please include a letter of interest, resume, a copy of applicable PA certifications, and three current letters of recommendation. Internal candidates should submit a letter of interest.

Questions may be directed to Human Resources, Eastern Lebanon County School District, 180 ELCO Drive, Myerstown, PA 17067, or email [elcoemployment@elcosd.org](mailto:elcoemployment@elcosd.org).

All required clearances must be compliant with the Pennsylvania Department of Education's mandated criteria for hire.

**Application Deadline:** The position will remain open until the appropriate candidate is identified or two weeks from the posting date.

*The ELCO School District is an equal opportunity employer.*