



Washington School District

Together We Make a Difference!

311 Allison Avenue, Washington, PA 15301 724-223-5112-Phone 724-223-5050-Fax

Website - www.prexie.org Twitter - [@WashSupt](https://twitter.com/WashSupt)

Business Manager Advertisement

The Washington School District is seeking a Business Manager who will provide leadership and financial management of the district's \$33 million budget. The primary responsibilities for the Business Manager include but are not limited to:

- Financial planning and budget management
- Cash management and investments
- Debt service and capital reserve fund
- Financial accounting and state reporting
- Contracts
- Tax collections

The Business Manager will be responsible for the overseeing of:

- Food service operations
- Transportation
- Payroll & benefits
- Accounts payable
- Purchasing
- Federal grants

Applicants must hold a Bachelor's in Business Administration, Finance, Accounting or a related field. A master's degree and 5 years of experience in PA public schools is preferred. Knowledge or experience with ProSoft/Harris Solutions financial software is preferred. The candidate must be able to demonstrate strong communication, interpersonal, decision making and leadership skills with knowledge in budget development, accounting/financial procedures, and business administration technologies.

To apply for this position applicant must have current Pennsylvania Child Abuse, Criminal Background and FBI clearances. Salary is regionally competitive, and negotiable based on experience. Please send cover letter, resume, and references to Mr. George Lammay, Superintendent, 311 Allison Avenue, Washington, PA 15301. Applications accepted until the position is filled. State date by at least July 1, 2025.