

**VALLEY CENTRAL SCHOOL DISTRICT**

**Administrative Openings**

**(Updated 05.17.19)**

• **School Business Official**

**Supervises:**

Business Office Staff and Oversees District Transportation

**Qualifications:**

- *Bachelor's Degree (Master's preferred)*
- *Holds a New York State Certification - SDA, SBA, SDBL or is eligible for Civil Service appointment as a School Business Manager*
- *Supervisory experience preferred*
- *Experience in business/finance related field*
- *Strong skills as a collaborative and accessible leader, able to clearly explain complex financial and operational needs*
- *A proven fiscal management background with deep knowledge of business operations with a track record of accomplishment*
- *An understanding of the educational context in which financial decisions are developed and the ability to advise the Superintendent and Board on a wide-range of fiscal and organizational issues*
- *A commitment to advancing educational opportunities for students through the leadership and management of business and administrative operations*

**Reports to:**

Superintendent of Schools

**Provide the following:**

A letter of interest, resume, administrative application for employment, copy of certification(s) and transcripts, and three letters of professional reference to: Michael Bellarosa, Assistant Superintendent, Valley Central School District, 944 State Route 17K, Montgomery, NY 12549

***Effective Date:*** *To be determined*

***Salary:*** *Commensurate with experience*

***Posting Date:*** *May 17, 2019*

***Closing Date:*** *June 15, 2019*