
LEHIGHTON AREA SCHOOL DISTRICT

Jonathan J. Cleaver, Superintendent
Melissa F. Wagner, Administrative Assistant
1000 Union Street, Lehigh, Pennsylvania 18235
Telephone: 610-377-4490 Fax: 610-577-0035

“Partnering with students, families, and community to provide opportunities for life-long success through academic excellence and individual growth in a safe and supportive environment.”

January 30, 2019

ANTICIPATED **POSITION VACANCY**

BUSINESS MANAGER

Anticipated vacancy available immediately. Full-time, 12-month position. Enrollment 2,400; approx. \$40 million budget, salary range \$110,000-\$120,000 based on experience.

Min. requirements: Experience in school business administration and/or Bachelors in Accounting, Business Administration or related field. Oversee district business and financial operations, incl. budget preparation, fund accounting, investments, purchasing, payroll, benefits, grants, debt service, insurance, transportation, food service, municipal bonds and related school operations (PlanCon).

Submit letter of interest, resume, standard application, three current professional references, copies of certification, and current Acts 114, 34 and 151 clearances to:

Melissa F. Wagner
Superintendent's Office
Administration Building
1000 Union Street
Lehigh, PA 18235
(Email: mwagner1@lehighton.org)

Deadline for above position: February 13, 2019

The Lehigh Area School District is an equal opportunity employer and does not discriminate on the basis of race, color, religion, national origin, age, marital status, sex or non-relevant disability in activities, programs, or employment practices.

For information regarding civil rights or grievance procedures, Title IX and Section 504 Coordinator, Lehigh Area School District, 1000 Union Street, Lehigh PA 18235-1798, Phone: 610-377-4490.

For information regarding services, activities and facilities that are accessible to and useable by handicapped persons, also contact the Superintendent's Office.

PLEASE POST

“Educating together to prepare our students for life's journey.”

“Commitment to Excellence”