



# YOUNG SCHOOL DISTRICT #5

P. O. Box 390 - 46878 Highway 288  
Young, Arizona 85554  
Phone: (928) 462-3244  
Fax: (928) 462-3283  
Dr. Chad Knippen, Superintendent

**JOB TITLE:**  
Business Manager

**SALARY RANGE:** \$60,000 - \$75,000 DOE

**POSTING DATE:** 01/09/2026

**START DATE:** As Soon As Possible

**CLOSING DATE:** Open until filled.

**POSITION SUMMARY:** This position is responsible for overseeing the financial operation of the school district, ensuring compliance with regulations, supporting administrative functions and additional financial duties. This position requires strong organization, financial management, and communication skills. The Business Manager is the Financial Officer of the District and is directly responsible to the Superintendent/Board of Trustees and for advising the District Superintendent in the function and maintenance of the District's Business affairs as well as being knowledgeable in the areas of accountability of USFR Guidelines

**DESIRED MINIMUM QUALIFICATIONS:** Hold a Bachelor's degree with a major in accounting, economics, or finance or related field or combination of training and/or experience that could likely provide the desired knowledge and abilities, five or more years of progressively responsible leadership experience in and/or familiarity with school finance, knowledge of finance and budgeting principles, knowledge of generally accepted accounting principles, financial reporting, and federal and state laws and regulations related to school finance and payroll. Must be proficient with standard office equipment and software.

**REPORTING RELATIONSHIP:** Reports to the Superintendent

**TERMS OF EMPLOYMENT:**

1. Full-time Salaried Position: 208-day year-round contract.
2. Position qualifies for insurance, sick/vacation leave, and retirement benefits.

**EQUAL EMPLOYMENT OPPORTUNITY:** Young Public School District #5 is an equal opportunity employer and does not discriminate in regards to race, color, religion, nationality, sex, age, marital status, or disability.

**APPLICATION PROCEDURE:** Complete a classified application which is available on the school website <https://www.youngschool.org/personnel>. Please include your application, resume, three letters of recommendation, college transcript (if applicable), or other certifications to the Young District Office, or you may email or mail your documents. Please address all documents to Chad Knippen, Superintendent. Upon recommendation for hire, candidates will be provided a packet of payroll forms to include a background check and application process to obtain a fingerprint clearance card.

**CONTACT INFORMATION:** Email all application materials to [czienka@youngschool.org](mailto:czienka@youngschool.org) or mail to Young Public School District, PO Box 390, Young, AZ 85554.