

Schuylkill Haven Area School District

Position Title: CFO/Business Manager

Reports To: Superintendent

Supervises: Payroll/Benefits Staff, Accounts Payable/Receivable, Purchasing/Transportation

Work Year: 12 months

FLSA Status: Exempt

Position Summary

The CFO/Business Manager is responsible for the overall financial and business operations of the Schuylkill Haven Area School District. This position oversees budgeting, accounting, purchasing, payroll, benefits, transportation, food service, insurance, and other operational functions to ensure fiscal integrity, legal compliance, and efficient use of district resources. The Business Manager serves as the chief financial advisor to the Superintendent and Board of School Directors.

Essential Duties and Responsibilities

- Develop, monitor, and manage the district's annual budget in accordance with Pennsylvania School Code and PDE guidelines.
- Prepare and present financial reports, budget analyses, and long-range financial forecasts to the Superintendent and Board.
- Supervise accounting, payroll, accounts payable/receivable, purchasing, and financial recordkeeping functions to ensure accuracy and compliance with all laws and auditing requirements.
- Coordinate annual independent audits and ensure timely submission of PDE financial reports (such as AFR and other required filings).
- Oversee district investments, debt service, and cash flow to maintain fiscal stability.
- Administer employee benefit programs and ensure compliance with state and federal regulations.
- Manage district insurance programs, including property, liability, and workers' compensation.
- Provide financial oversight and coordination for food service, transportation, and capital projects.
- Participate in contract negotiations and labor relations as part of the district's administrative team.
- Assist with the development of policies, procedures, and internal controls to safeguard district assets.

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- Maintain knowledge of current school finance laws, PDE regulations, and public sector accounting standards.
- Serve as liaison to auditors, financial institutions, legal counsel, and PDE on fiscal matters.
- Perform other duties as assigned by the Superintendent or Board of School Directors.

Qualifications

- Bachelor's degree in Accounting, Finance, Business Administration, or a related field required.
- Master's degree, CPA, or PA Registered School Business Administrator (RSBA) certification preferred.
- Minimum of five (5) years of progressively responsible experience in public finance, accounting, or school business management.
- Comprehensive knowledge of governmental accounting standards (GASB), budgeting, and audit practices.
- Strong analytical, organizational, and leadership skills.
- Ability to communicate complex financial information clearly to non-financial audiences.
- Proficiency with financial management software, PDE reporting systems, and Microsoft Office Suite.

Physical Demands and Work Environment

- Typically sedentary office work with occasional travel for meetings and training.
- Must be able to work extended hours during budget preparation and audit periods.

Evaluation

Performance will be evaluated annually by the Superintendent in accordance with district policy and established performance criteria.