



UPPER ADAMS SCHOOL DISTRICT

Position Opening: **Director of Financial Operations**

Location: **Upper Adams School District Offices**

Date of Availability: **Immediate**

The Upper Adams School District is seeking a highly skilled and strategic Director of Financial Operations to oversee and manage all aspects of the district's financial functions. Reporting directly to the Superintendent, this leadership role is responsible for financial management, budgeting, food services, and child accounting, while ensuring compliance with all local, state, and federal regulations. The Director will lead the development and administration of the district's annual budget, oversee fiscal planning and reporting, and supervise business office staff. This position plays a critical role in maintaining financial integrity, maximizing resources, and supporting the district's long-term strategic goals.

The ideal candidate will bring strong administrative and programmatic leadership, with demonstrated experience in school financial and business operations, financial systems, and team supervision. This individual will collaborate closely with district leadership, staff, and community stakeholders to promote transparency, operational efficiency, and a positive organizational climate. Responsibilities include overseeing audits and financial reporting, supporting collective bargaining processes, developing policies and procedures, and managing district contracts, investments, and capital projects. Strong communication, analytical, and interpersonal skills are essential, along with a commitment to ethical leadership and continuous improvement in support of student success and organizational excellence.

If you are a strategic leader with a passion for optimizing operations, managing resources effectively, and supporting district-wide success through strong business practices, we invite you to apply.

Qualifications:

1. Bachelor's Degree in Accounting or equivalent work experience in a public-school environment.
2. PA Registered School Business Certification
3. Supervisory experience.
4. Ability to multitask.
5. Excellent interpersonal and writing skills
6. Computer skills must include all aspects of Microsoft Office Word and Excel in both a PC and Mac environment and a thorough knowledge of the Computerized school accounting, payroll, budget, and fiscal planning systems.
7. Tenure working in a school setting.

Apply online at www.upperadams.org, > Employment > Support > Director of Financial Operations

Contact Tina Fair, Human Resources Coordinator for more information at 717-677-7191 ext. 2721 or by email at t.fair@upperadams.org.

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