State College Area School District

Finance and Operations Officer

The State College Area School District (State College, Pennsylvania) is seeking a Finance and Operations Officer to oversee and manage all aspects of the District's financial and operational functions, including strategic leadership and best practice approaches that ensure responsible stewardship of District resources. This anticipated vacancy works closely with the Board of School Directors as well as leaders of local municipalities, community advisory entities, internal District administrators and staff, and external stakeholders. The successful candidate should also have deep knowledge of, and familiarity with, the Pennsylvania School Code, accounting standards, and Pennsylvania Department of Education guidelines.

Reporting to the Superintendent, this cabinet-level position oversees financial management, accounting operations, grants and financial reporting, payroll, budgeting, purchasing, printing services, food services, transportation, and physical plant, ensuring compliance with all local, state, and federal regulations. This position leads the creation, administration, and implementation of the District's annual operating budget, ensuring appropriation and resource support for the District's comprehensive plan and long-term strategic aspirations. This position also works closely with the District's Education Foundation and serves as the District's Right-to-Know liaison.

The ideal candidate should have demonstrated experience in financial and business operations in a public school setting, including fostering a positive organizational climate and a sense of teamwork. The Finance and Operations Officer must possess a strategic vision while also ensuring efficient management of all support and auxiliary resources under their leadership.
In addition to experience specific to the roles and functions under this position's leadership, strong verbal and written communication skills are essential, including the ability to present complex, detailed information to a variety of audiences. The ideal candidate must be committed to ethical leadership and organizational excellence and ensure decisions and operations maximize support for the District's mission of ensuring every student has opportunities to grow, thrive, and fulfill their potential through caring, responsive education.

In addition to the above-mentioned qualities and experience profile, additional qualifications and credentials the ideal candidate possesses would include:

- A minimum of a bachelor's degree in a related field, such as Accounting, Finance, Organization and Operational Management, Business Administration, or Educational Leadership. A Master's degree or MBA is preferred.
- Pennsylvania Association of School Business Officials certification (PRSBA/PRSBO) or Certified Business Official designation.
- Eligibility for appointment as a Pennsylvania school district treasurer.
- Seven or more years of applicable, demonstrated progressive financial leadership and operational experience, ideally within a public school system.

If you meet the qualifications and are eager to join the State College Area School District to serve in this important leadership role, submit your cover letter, resume, and three current letters of reference. Although the position will remain open until filled, applicants are strongly encouraged to submit their applications by November 30, 2026, to receive full consideration.

The State College Area School District is an Equal Opportunity Employer.