

# LEHIGHTON AREA SCHOOL DISTRICT

Dr. Christina Fish, Superintendent  
Mrs. Mary Figura, Assistant to the Superintendent  
1000 Union Street, Lehigh, Pennsylvania 18235  
Telephone: 610-377-4490 Fax: 610-577-0032

*“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.”*

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March 19, 2024

## **Position Vacancy**

### **Business Administrator**

**Bachelors in Accounting/Business Administration or related field.**

Oversee district business and financial operations, including but not limited to:

- School budget preparation
- Accounting and Purchasing
- Contract negotiations with local teacher & support staff bargaining units
- Investments in accordance with state & federal regulations
- Local, State and Federal taxes including residential taxes
- Payroll and benefits to include health insurance, FMLA, Workman’s Compensation
- Federal and state grants including Title grants
- Debt service and Municipal bonds
- Transportation, Food service, Human Resources oversight
- Operations risk management assessments
- Contracts for services such as copiers, technology, Operations services
- Other: Liquid fuels, PURTA, State & Local audits, RFP/bidding processes

**If interested in the above position, please send a letter of interest, resume, application and references. The following Act 24 / 34 / 151 Clearances, and FBI Fingerprinting are not required upon application, but are required prior to the start of employment:**

Rebecca Karpowicz  
Business Affairs/HR Coordinator  
610-377-4490, Ext. 1523  
[rkarpowicz@lehighton.org](mailto:rkarpowicz@lehighton.org)

**Deadline for above position: April 5, 2024**

#### Equal Opportunity Statement:

Lehigh Area School District is an equal rights and opportunity agency and does not discriminate on the basis of race, color, creed, gender, sexual orientation, gender identity, gender expression, pregnancy, national origin/ethnicity, sex, disability, age, religion, ancestry, marital status, or any other legally protected classification in its activities, educational programs, or employment practices as required by Title VII, IX, and Section 504. For info regarding civil rights, grievance procedures, and/or info regarding services, activities, and facilities that are accessible to and usable by handicapped persons, contact the Title IX/Compliance Coordinator at 1000 Union Street, Lehigh, PA 18235 or (610) 377-4490 x 1540

#### Confidentiality Statement:

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*“Commitment to Excellence”*