



# Twin Valley School District

4851 N. Twin Valley Road · Elverson, PA 19520

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*Twin Valley School District*

*"Every Student, Every Day"*

**Please Post**

**3/21/24**

## VACANCY NOTICE

**POSITION..... DIRECTOR OF BUSINESS & OPERATIONS**  
**EFFECTIVE DATE ..... On or about July 1, 2024**  
**EDUCATION ..... BS Degree or above in Business Administration**  
**SALARY ..... Salary commensurate with ability & experience.**

### Position Summary

The essential functions of this job are to oversee all financial functions of the District, as well as food service, maintenance, custodial, transportation, information technology, and complete special assignments as assigned by the Superintendent.

### Primary Duties Performed

1. Supervision of Director of Food Service & Purchasing
2. Supervision of Director of Buildings & Grounds
3. Supervision of Transportation Supervisor
4. Supervision of Director of Information Technology
5. Oversight of Accounts Receivable - Collection of Taxes
6. Oversight of Accounts Payable
7. Supervision and Management of the Payroll Department (CSIU Salary/Budget Module)
8. Finance Committee Liaison
9. Oversight of all Financial Functions of the District
10. Budget Development and Board Presentations
11. Bond Borrowing and Data Submissions for Bond Borrowing – Plancon K, Plancon Submission for Reimbursements, and EMMA Annual Reporting
12. Federal Program Financial Reporting – Quarterly & Final Expenditure Reports
13. Strategic Plan Implementation (If Pertinent to Business Operations)
14. Supervision and Management of the End of Year Audit
15. Monitoring of Investments
16. Management of Liability Insurances, Medical and Dental Insurances, and Benefits
17. Coordination of All PDE Reporting Documents - PDE 2028 Budget Document & Annual Financial Report (AFR)
18. Financial Calculations for Negotiations

### Additional Responsibilities

1. Will vary with specific assignment and depend on the particular area for which the person is responsible.
2. Performs all other duties as assigned by the Superintendent.
3. Responds to crisis situations when appropriate.
4. Maintains confidentiality relative to all workplace matters.

**Deadline for applying..... April 4, 2024**

**Send letter of interest to..... Rita L. Haddock, Human Resources Director**

**Please apply on PA REAP at [www.pareap.net](http://www.pareap.net).**