Wilson Area School District

Notice of Vacancy

Assistant Business Manager – Twelve-month Act 93B position available. Master's Degree in Accounting, Business Administration, Business Management preferred. Must be familiar with GAAP, GASB, and PA Public School Code. Minimum of five (5) years of successful experience in public education. Must be proficient in a multitude of database and accounting software such as Google Suite applications, Microsoft Excel, PowerPoint, and/or Word. Skyward software experience is a plus. Responsibilities include: administration of accounting practices, fiscal records, and financial reports for the School District. Critical areas include: business office accounting practices, school procurement, end of fiscal year audits, Annual Financial Report, maintaining fixed assets, grant accounting, and providing assistance to the Business Manager in appraising financial reports in terms of costs, budgets, and ensuring proper internal controls.

Salary range: $90,000 – $114,000/year (commensurate with experience)

Apply online at https://skyward.iscorp.com/p12finwilsonpa/web/Rapplmnu03.w. A letter of interest, resume, transcripts, (3) reference letters, copies of Act 151 (Child Abuse) and Act 34 (State Police) Clearances will need to be uploaded. A copy of Act 114 (FBI) Clearance, Act 24 (Arrest and Conviction Report and Certification) form, and Act 168 (Sexual Misconduct/Abuse Disclosure Release) will be requested at a later date. EOE

Posted: October 13, 2026
Expires: October 20, 2026 or until a suitable candidate is found