



Upper Bucks County Technical School

Serving: Palisades, Pennridge, and Quakertown

3115 Ridge Road • Perkasie, Pennsylvania 18944 • Phone: (215) 795-2911 • FAX: (215) 795-0530 • www.ubtech.org

JOB OPPORTUNITY

- POSITION:** Business Manager
- LOCATION:** Upper Bucks County Technical School, Perkasie, PA
- STARTING DATE:** Immediately
- POSITION REQUIREMENTS:** Bachelor degree in Business Administration, Accounting, or Finance; minimum of five years' experience of progressive responsibilities in a similar position, is required. Prior school business office or career and technical school administration experience preferred with proficiency in fund accounting, budget prep & process, cash flow management, knowledge of PA school laws & district policies, payroll & benefit administration, school purchasing, payables, receivables, food service, audit procedures, and investment guidelines. Must have strong management, communication skills, and knowledge of federal and state legislation related to school funding and accounting.
- MAJOR RESPONSIBILITIES:** Areas of responsibility include, but not limited to, budget preparation and management, grant writing, employee benefits, insurance, payroll, purchasing, cafeteria operation, and manage and/or perform all business and financial operations of a career and technical school, and other related areas.
- TERMS OF EMPLOYMENT:** Full-time, 12 months with benefits, Confidential
- SEND RESUME TO:** Interested applicants please submit a letter of interest, application, resume, transcripts, Act 34, Act 151, and Act 114 clearances and other pertinent information to:
- Upper Bucks County Technical School
Attn: Tracy Kram
3115 Ridge Road
Perkasie, PA 18944
- Fax: 215-795-0274
E-mail: tkram@ubtech.org

If hired Act 34, Act 151, and Act 114 clearances are required prior to start

Deadline for submission of application is March 18, 2022 or until position is filled.

EOE

Posted
3/7/2022
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