

Jamestown Area School District

P.O. Box 217, Jamestown, PA 16134

Superintendent's Office Fax -724 932-5632

High School Office Fax-724 932-3942

Elementary Fax-724 932-9191

TRACY REISER, Superintendent 724-932-5557

BRIAN J. KEYSER, High School Principal 724-932-3186

KRISTIN HOPE, Elementary Principal 724-932-3181

NANCY SOLDERICH, Business Manager 724-932-5152

KATE EVANS-HAINES, Guidance Counselor 724-932-3186

GARY KINNEAR, Director of Special Education 724-932-5557

Business Manager/Board Secretary

The Jamestown Area School District located in Jamestown, PA, seeks a highly qualified, dynamic individual with integrity, and outstanding business skills for the position of Business Manager/Board Secretary. The district currently operates a \$9 million budget. The successful candidate must possess a bachelor's degree in business administration, accounting, or related discipline. Prior school district experience, knowledge of Office365 and accounting software programs are required. Board Secretary duties include attending meetings, maintaining district records, and preparing all board documents.

Submit letter of interest, resume, 3 letters of reference, academic transcripts, and Act 34, 151 and 114 clearances to the Superintendent of Schools by 2:00pm on Friday, October 23, 2020. Equal Opportunity Employer.

Tracy Reiser
204 Shenango Street
Jamestown, PA 16134