

NOTICE OF POSITION VACANCY

POSITION: Business Manager

SCHOOL: Elwood Community School Corporation

LENGTH OF CONTRACT: 260 Days

BENEFITS:

- *Partial health insurance premium paid
- *\$50,000 life insurance
- *LTD and Workman's Compensation coverage
- *Sick and family illness leave
- *Bereavement leave, personal leave and business leave
- *Access to 125 plans
- *Employer funded investment plan (PERF)

SALARY:

- *Salary commensurate with established salary practices

QUALIFICATIONS:

- *School business department experience
- *Experience with IASBO
- *Degree in business or accounting

DUTIES:

- *Develop annual budget and monthly financial reports
- *Treasurer of school corporation
- *Responsible for state and federal financial reports
- *Provide leadership to the business department staff
- *Prepare materials for and attend school board meetings
- *Collaborate with the Superintendent and Assistant Superintendent on district level affairs

APPLICATION PROCEDURES:

Email letter of interest and resume to:

Dr. Joe Brown, Interim Superintendent

HYPERLINK "<mailto:jobbrown@elwood.k12.in.us>**" jobbrown@elwood.k12.in.us**