
Promoting a Culture of Collaboration, Innovation and Inspiration

- POSITION: Business Administrator – Cabinet Level
Full Time – 12 month position
- LOCATION: District Office
- SALARY: Competitive Salary commensurate with experience
- AVAILABILITY: June 2012
- QUALIFICATIONS:
- BA in Business Administration or related field
 - Minimum of 5 years exp. as a school business administrator
 - Experience with payroll, financial planning, budgeting, purchasing, food service, transportation, state and federal reporting and overall business office functions
 - Strong management and communication skills
- FORWARD LETTER OF INTEREST, RESUME, REFERENCES & TRANSCRIPTS TO:
- Colonial School District
Richard Hartz, Director of Human Resources
“Business Administrator Search”
230 Flourtown Road
Plymouth Meeting, PA 19462
- DEADLINE FOR APPLICATION: February 21, 2012

In compliance with Federal and State laws and regulations, the Colonial School District does not discriminate on the basis of race, color, religion, sex, national origin, age, marital status, sexual orientation, or the presence of non-job-related medical conditions or handicaps in the educational programs and activities it operates in its admission policies and its employment practices