

Anticipated Position Announcement BUSINESS MANAGER



A.W. Beattie Career Center and Lenape Technical School are accepting applications for a full-time business manager for both schools.

The successful candidate will oversee the financial interests of both A.W. Beattie Career Center and Lenape Technical School. This shared service model will be a 50/50 split.

A Bachelor's Degree in Business Administration, Accounting, or Finance is preferred. Qualified applicants must have demonstrated experience in financial management and leadership in a school or business environment. The successful candidate must be skilled in budget preparation, auditing, finance, human resources, investments, insurance, purchasing, transportation, and must possess effective people management skills. Interested applicants should send a letter of interest, resume, appropriate clearances, and 3 letters of reference. Application deadline is July 7, 2020 or until position is filled.

The selected candidate for the Business Manager position will need to meet all local, state and federal employment requirements prior to employment.

Application Packets may be submitted to:

Mr. Eric Heasley
EXECUTIVE DIRECTOR
A.W. BEATTIE CAREER CENTER
9600 Babcock Blvd • Allison Park, PA 15101
eric.heasley@beattietech.com

**A.W. BEATTIE CAREER CENTER AND
LENAPE TECHNICAL SCHOOL ARE EOE.**