

Mahopac Central School District
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Debra Legato
*Assistant Superintendent
for Human Resources*

Anthony DiCarlo
Superintendent of Schools

POSTING

FROM: The Office of Human Resources
DATE: February 11, 2020

The Mahopac Central School District is seeking applicants for:

Assistant Business Manager

IMMEDIATE OPENING

Located one hour north of NYC in scenic Putnam County, the Mahopac Central School District has an immediate opening for an Assistant Business Manager to oversee the general operations of the school district's business office.

This position is directly responsible to the Assistant Superintendent for Business.
The successful candidate will:

- Be able to demonstrate success as a leader in the areas of budget, school finances, food services and risk management.
- Have experience overseeing school business office procedures including but not limited to purchasing, payroll and accounting.
- Have knowledge of long term financial planning, state aid reporting and capital project administration.
- Possess and demonstrate excellent written/verbal communication and interpersonal skills.
- Have the ability to build relationships and work cooperatively with administration, faculty, staff and the community.
- Have previous supervisory experience and hold a degree in accounting, business administration or school business administration.
- Meet the Putnam County Civil Service requirements for Assistant Business Manager or currently hold or working towards New York State Certification as a School District Business Leader (SDBL).

Application Deadline: Friday, February 21, 2020

***Interested and qualified individuals must apply via OLAS (BOCES Online Application System)
On-line applications are required for this position.***

<http://www.olasjobs.org>

We offer a competitive salary and benefits package.

The Mahopac Central School District is an Equal Opportunity Employer

cc:

All Building Principals – PLEASE POST

Anthony DiCarlo, Superintendent of Schools

Sandra Clohessy, Assistant Superintendent for Business

Dr. Greg Stowell, Assistant Superintendent for Pupil Personnel & Educational Services

Michael Tromblee, Asst. Supt. for Curriculum, Instruction and Professional Development