



Five Town CSD/MSAD #28 Camden, Maine

Five Town CSD and MSAD #28 are two integrally connected innovative school districts that pride themselves on nurturing an incredible array of opportunities for its 1400 students, including top-notch teachers, project-based learning, internships, an innovation center, diverse course offerings, intercultural travel, competitive and varied athletic teams, a robust arts program, and dedicated professionals at every level of the organization.

BUSINESS MANAGER OPENING **Position begins July 1, 2019**

We are seeking a highly qualified individual with relevant experience to join our exceptional administrative team. This position is responsible for financial vision, efficient use of district resources, budget preparation, oversight of business office operations & staff. The Business Manager and the Superintendent work as a team to strategically manage programs, initiatives, and finances to support the districts' vision. This position will also help oversee finances related to approx. \$34 m in new construction and renovation that will be completed in the 2020-21 school year.

REQUIRED QUALIFICATIONS:

- Successful experience in business management and/or finance
- Bachelor's Degree in Business Administration or related field
- Excellent skills in the following areas: interpersonal, computer (Microsoft Office suite and Google applications a must), communication, analytic.
 - Knowledge of general office procedures.
 - Experience as a supervisor
- Maine Department of Education CHRC Approval

PREFERRED QUALIFICATIONS:

- Master's Degree
- Experience working in a school system Business office
 - Experience with Profund (ADS) software package

We offer a competitive salary (\$90K+) and benefits.

Applicants must complete an online application and submit a cover letter, resume, copies of transcripts & certifications, and three current letters of recommendation. Please apply on-line at www.applitrack.com/fivetowns/onlineapp

Application deadline is May 10, 2019.

Five Town CSD

7 Lions Lane, Camden, ME 04843

Phone: (207)236-3358 • Fax: (207)236-7810

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