



Twin Valley School District

4851 N. Twin Valley Road · Elverson, PA 19520

Telephone 610-286-8600 · FAX 610-286-8608

Twin Valley School District
"Every Student, Every Day"

Please Post

10/17/25

VACANCY NOTICE

POSITION DIRECTOR OF BUSINESS & OPERATIONS
EFFECTIVE DATE On or about February 2026
EDUCATION BS Degree or above in Business Administration
SALARY Salary commensurate with ability & experience.

Position Summary

This cabinet-level position is responsible for all aspects of the school district's business operations and overseeing operational departments. BS degree or above in Finance, Business Administration, Accounting or a related field.

Primary Duties Performed

1. Oversight of all Financial Functions of the District
2. Budget Development and Board Presentations
3. Coordination of All PDE Reporting Documents - PDE 2028 Budget Document & Annual Financial Report (AFR)
4. Supervision and Management of the End of Year Audit
5. Supervision and Management of the Payroll Department (CSIU Salary/Budget Module)
6. Federal Program Financial Reporting – Quarterly & Final Expenditure Reports
7. Finance Committee Liaison
8. Supervision of Director of Food Service & Purchasing
9. Supervision of Director of Buildings & Grounds
10. Supervision of Transportation Supervisor
11. Oversight of Accounts Receivable - Collection of Taxes
12. Oversight of Accounts Payable
13. Monitoring of Investments
14. Management of Liability Insurances, Medical and Dental Insurances, and Benefits
15. Bond Borrowing and Data Submissions for Bond Borrowing – Plancon K, Plancon Submission for Reimbursements, and EMMA Annual Reporting
16. Strategic Plan Implementation (If Pertinent to Business Operations)
17. Financial Calculations for Negotiations

Additional Responsibilities

1. Will vary with specific assignment and depend on the particular area for which the person is responsible.
2. Performs all other duties as assigned by the Superintendent.
3. Responds to crisis situations when appropriate.
4. Maintains confidentiality relative to all workplace matters.

Deadline for applying October 30, 2025

Send letter of interest to Kelly Harple, Administrative Assistant/HR Specialist

Please apply on PA REAP at www.pareap.net.