

EAST HAMPTON PUBLIC SCHOOLS

1 Community Drive Suite 114
East Hampton, CT 06424
Telephone: (860) 365-4000
Fax: (860) 365-4004

NOTICE OF VACANCY

Posting Date: October 23, 2025

POSITION: School Business Manager

LOCATION OF ASSIGNMENT: Central Office

ANTICIPATED STARTING DATE: January 1, 2026

SALARY RANGE: \$120,000 - \$155,000

ANNOUNCEMENT OF VACANCY:

The East Hampton Public Schools is seeking an experienced school business administrator for the position of School Business Manager. This School Business Manager is a key Central Office team member who provides leadership in the realms of fiscal management, policy, and regulation. This is an exciting opportunity for candidates seeking a School Business Manager position in a supportive and collaborative work environment that has for many years had excellent fiscal management practices.

QUALIFICATIONS:

- Possesses or eligible for School Business Manager endorsement (085)
- Prior experience working in a school or municipal business/finance department required
- Degree or experience in Business and/or Accounting
- Knowledge of and experience with school finances including federal and state reporting systems
- Experience with public entity accounting systems and procedures
- Experience with budgets in audit environments
- Experience with pension and health benefits
- Experience with collective bargaining negotiations
- Experience with supervising business office personnel
- Experience with grants and project revenue
- Experience with supervising district-wide transportation systems
- Experience with nutrition services programming
- Competent in computers and their business applications including municipal financial software
- Such alternatives to the above qualifications as the Board may find appropriate and acceptable

SUCCESSFUL CANDIDATE PROFILE:

- Proven record of maintaining and advancing sound fiscal practices in the areas of budgeting, accounts payables, revenue management, contract oversight, collective bargaining, grant application, and auditing
- Experience in coordinating and managing business office personnel
- Possesses deep knowledge of fiscal management
- Experience working in collaboration with key stakeholders

APPLICATION PROCEDURE:

Please apply on-line at <http://www.applitrack.com/easthampton/onlineapp/>

Only completed applications with required documentation submitted will be considered.

To obtain further information contact:

Timothy M. Van Tasel, Ed. D.

1 Community Drive, Suite 114

East Hampton, CT 06424

Telephone: (860) 365-4000

Email: tvantasel@easthamptonct.org

INITIAL CLOSING DATE: Initial Closing – November 3, 2025. Position will remain open until filled

NON-DISCRIMINATION STATEMENT OF THE EAST HAMPTON PUBLIC SCHOOLS:

The East Hampton Board of Education, in compliance with federal and state law, affirms its policy of equal educational opportunity for all students and equal employment opportunity for all persons. It is the policy of the District to promote nondiscrimination and an environment free of harassment regardless of an individual's race, color, religion, sex, sexual orientation, gender identity/expression, national origin, ancestry, disability (including but not limited to, intellectual disability, past or present history of mental disorder, physical disability, or learning disability), genetic information, marital status, or age or because of the race, color, religion, sex, sexual orientation, gender identity/expression, national origin, ancestry, disability, genetic information, marital status, or age of any persons with whom the individual associates. The District shall provide to all students without discrimination, course offerings, counseling, assistance, employment, athletics, and extracurricular activities. The District shall provide equal access to the Boy Scouts and other designated youth groups. The District shall make reasonable accommodations for identified physical and mental impairments that constitute disabilities, consistent with federal and state statutes and regulations.