



FLORENCE TOWNSHIP SCHOOL DISTRICT

JOB OPPORTUNITY POSTING

POSITION CONTROL NUMBER: 9520-300-000-00001

Position: Business Office Manager

Experience in public/private payroll operation, including filing of monthly, quarterly and annual Federal and State reports.

Advanced proficiency in Excel and Google Workspace.

Working knowledge of public sector payroll accounting and general ledger.

Ability to establish and maintain effective working relationships with fellow employees and the general public.

Location: District/Central Office - Confidential Position

Qualifications: Associate's or Bachelor's Degree, accredited institution, in a related field of study preferred.

Salary: Negotiated based on experience

Opening Date: 7/21/2025

Closing Date: 8/5/2025

Start Date: 9/1/2025

Please send a letter of interest, resume and proper certification to:
Luis Valencia, Business Administrator/Board Secretary

Florence Township Public School District is an Equal Opportunity Employer