

## 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