



## VACANCY ANNOUNCEMENT

The Jones County School District, an equal opportunity employer, is seeking an innovative leader for the position of

### BUSINESS ADMINISTRATOR

#### **QUALIFICATIONS:**

1. Valid School Business Administrator License (420) or be able/eligible to obtain
2. Bachelor's Degree in Accounting, Finance or Business Administration
3. Minimum of five years' experience in district/school finance or accounting
4. Minimum of three years' experience as a School/District Business Manager/Officer, preferred
5. Strong background in non-profit or governmental accounting, preferred
6. Proficient in the use of computer technology for a business office and other personnel functions
7. Knowledge of the standards, methods, procedures, practices, and mandated accounting system requirements of the budget administration and planning operations for a Mississippi public school district
8. Understand and be able to articulate the basic principles of fund/governmental accounting
9. Ability to plan, assign, and direct a staff
10. Effective communication skills with administrators, the school board, department directors, county officials, and other staff employees both verbal and written

**SUPERVISES:** Business office staff

**REPORTS TO:** The Superintendent and Assistant Superintendent

**OBJECTIVE:** To manage the school district fiscal operations in accordance with the standards set forth by the Mississippi State Department of Education and the Office of the State Auditor of Mississippi with the best interest of the children of Jones County School District in mind.

Applications are available on the Jones County School District website: [www.jonesk12.org](http://www.jonesk12.org)

For a more detailed list of duties and responsibilities, please contact Dr. B. R. Jones, Assistant Superintendent of Education at [brjones@jonesk12.org](mailto:brjones@jonesk12.org) or Sarah Sumrall Shows, Assistant Business Administrator at [sbshows@jonesk12.org](mailto:sbshows@jonesk12.org) (601) 649-5201.

**TERMS OF EMPLOYMENT:** 12 month

**STARTING SALARY:** Salary is negotiable based on school district salary scale along with experience, education and required license.

***Applications will be accepted until the position is filled and are available on the District's website.***