



145 Poplar Avenue • Monaca, PA 15061
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www.bcctc.org

The Beaver County Career and Technology Center is seeking to fill the positions of Part-Time Business Manager and Part Time Accounts Payable clerk.

TITLE: *Part-Time Business Manager*

DEPARTMENT: Administration

QUALIFICATIONS:

1. Bachelor's degree in business administration/accounting; MBA or CPA preferred.
2. At least five (5) years of previous experience in school business management
3. Experience in supervising electronic budget and accounting systems.
4. Strong communication skills: ability to communicate with other employees in a positive manner.
5. Training, experience, and proficiency in using computers and Microsoft Software including but not limited to Word and Excel.
6. Training, experience, and proficiency with various software systems including but not limited to Windows, CSIU, Pro Soft.
7. Experience in completing government reports including federal, state, and local reports.
8. Such other alternatives to the above qualifications as may be determined by the Joint Operating Committee.

REPORTS TO: Administrative Director

Accounts Payable

PERFORMANCE RESPONSIBILITIES:

1. Establishes, directs, and supervises a system of control for budget execution and all financial accounting.
2. Establishes accounting systems, procedures, and codes necessary to provide Administration with accurate financial data for the basis of formulating policies and decisions.
3. Assist with the preparation of the annual general fund budget based on information submitted by the staff and administration; presents the budget for review and adoption by the Joint Operating Committee.

4. Assist with the preparation of all other proprietary fund budgets for the Career and Technology Center based on information submitted by the staff and Administration; presents such budgets for review and adoption by the Joint Operating Committee.
5. Researches all sources of revenue for the Career and Technology Center and assists Administration in preparing grant applications to secure new sources of revenue.

Forward letters of interest, resume, and three letters of reference, by April 26th, 2024, mailed to Ms. Laura DelVecchio, Administrative Director, Beaver County Career and Technology Center, 145 Poplar Avenue, Monaca, PA 15061, or e mailed to ldelvecchio@bcctc.org