

# Bradley-Bourbonnais Community High School

## District No. 307

700 West North Street • Bradley, Illinois 60915-1099  
Main Office 815 937-3707  
FAX 815 937-0156



## POSITION AVAILABLE

### BUSINESS MANAGER

**Date Posted:** December 15, 2009

Applications should be submitted by January 31, 2010. Candidate screening will begin immediately and continue until the position is filled. Contract award is targeted for March 2010.

**Position begins:** July 1, 2010

#### **Qualifications:**

1. Degree in school business management, business management, or accounting.
2. Illinois Type 75 Certificate with Chief School Business Official Endorsement preferred or CPA/MBA
3. A minimum of 2 years of successful work experience in related field with supervisory responsibilities
4. Familiarity with Illinois Public School Accounting and Reporting
5. Proficient in the use of computers and a variety of software programs
6. Such Alternatives to the above qualifications as may be appropriate and acceptable to meet District needs

#### **Job Overview:**

The business manager is responsible for all business functions of the District including but not limited to budgeting, operation and maintenance, transportation, food service, technology and human resources. The business manager also serves as District Treasurer.

#### **Salary:**

Regionally competitive salary and benefits will be based upon qualifications and experience.

#### **Application Procedure:**

Those wishing to be considered for this position should submit an application file that includes:

- Letter of application indicating qualifications and reasons of interest in this position
- Current Resume with a brief description of major accomplishments
- Transcripts
- Three letters of reference

**Mail applications to:** Michael J. Hogan, Superintendent

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