

# Huntington Union Free School District

## Office of Human Resources

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Joseph Giani, Ed.D.  
Assistant Superintendent  
General Administration & Personnel

### ***ASSISTANT SUPERINTENDENT FOR BUSINESS***

**Effective July 1, 2012**

The Huntington School District is seeking an outstanding financial leader for the position of Business Administrator. The successful candidate must demonstrate an ability to provide excellent leadership in all areas of the district's payroll, purchasing, accounts payable, and fiscal operations.

#### **Qualifications:**

- Preparation, implementation and administration of the district's budgetary process
- Supervision of the business functions that support the educational plan
- Supervise payroll, accounts payable, general accounting, and benefits management
- Supervise the Business Office staff
- Supervise Director of Facilities, School Lunch Manager, and Security Department
- Oversee the technological infrastructure of the school district
- Coordinate all facets of administrative data processing

#### **General:**

- Candidates must be willing to devote time beyond the regular school day in the performance of responsibilities
- Candidates must have strong background in school finances, facility, and capital project management
- Valid NYS SDA SBL or SBA certification required
- Salary will be commensurate with experience and competitive within region

**Application:** Apply no later than: **March 23, 2012**

Please apply to Dr. Joseph Giani at: [gianij@hufsd.edu](mailto:gianij@hufsd.edu)

Include: Letter of intent, Resume, and Certification