

Huntington Union Free School District

Office of Human Resources

PO Box 1500, Huntington, NY 11743

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

Phone 631-673-2185
Fax 631-427-6576
e-mail gianij@hufsd.edu

ASSISTANT BUSINESS ADMINISTRATOR

Effective 10/2/2012

The district seeks a highly motivated individual with the ability to handle those duties assigned by the Assistant Superintendent for Business, who is the responsible head and educational leader of the Business Office. The Assistant Business Administrator reports directly to the Assistant Superintendent for Business.

Responsibilities:

- Assist with the supervision and observation of instructional and non-instructional staff
- Work with the Assistant Superintendent for Business in school district financial accounting and procedures
- Supervise operations, methods, procedures and the use of electronic data processing functions
- Preparation of all local, state and federal financial reports
- Work with the Assistant Superintendent for Curriculum & Instruction, Principals, curriculum coordinators and faculty in the selection of appropriate textbooks for courses and grade levels, and then providing guidance and direction in securing necessary funding sources
- Oversee and monitor co-curricular clubs and activities, including but not limited to providing faculty/student/staff orientation, staff development and general management
- Member of Educational Development Committee
- Perform other duties as assigned by the Superintendent or his designee

Requisites:

- Candidates must demonstrate leadership ability and a willingness to devote time beyond the regular school day in the performance of responsibilities.
- Valid NYS SDA or SDBL certification required
- Certified Public Accounting license preferred
- Knowledge of Finance Manager is preferred

General:

- A structured screening and interview process will be employed

Application: Please apply by letter, resume, and certification by **September 14, 2012** to:

Dr. Joseph Giani @ gianij@hufsd.edu
Assistant Superintendent General Administration & Personnel

An equal opportunity employer