

# BOSCOBEL AREA SCHOOLS

## *JOB POSTING NOTICE*

### **BOSCOBEL AREA SCHOOLS IS AN EQUAL OPPORTUNITY EMPLOYER**

#### **Director of Business Services**

**Description:**

Direct, supervise, and coordinate services pertaining to the business functions of the school district  
Create and maintain district budget  
Maintain accounts payable and accounts receivable records  
Prepare financial reports to DPI and other agencies as required by State and Federal agencies  
Implement employee benefit plans

**Requirements:**

Post-Secondary Degree  
Experience in the areas of accounts payable and payroll  
Experience in budget development and long range financial planning  
Computer knowledge, preferably in Microsoft Office  
Skyward financial software experience preferred

Individuals certified by Wisconsin Department of Public Instruction as a School Business Administrator (5008), or eligible to receive certification, are strongly encouraged to apply.

**Application Deadline:**

**Friday, December 3, 2021 by 4:00 PM**

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If you are qualified and are interested in the job opening above, please submit a letter of interest, resume, credentials, three letters of reference, and a copy of license to:

Boscobel Area Schools  
ATTN: Jamie Glasbrenner  
1110 Park Street  
Boscobel, WI 53805  
(608) 375-4164  
FAX (608) 375-2378  
glasjami@boscobel.k12.wi.us

*Boscobel Area Schools does not discriminate against properly qualified individuals by reason of their age, race, creed, color, disability, marital status, sex, national origin, ancestry, sexual orientation, political or religious affiliation, arrest record, conviction record, membership in the national guard, state defense force or any other reserve component of the military forces of the United States or this state or use or nonuse of lawful products off the employer's premises during non-working hours.*