

**Austin Area School District**  
**Administrative Assistant / Assistant Business Manager**

**Position Summary:**

The Austin Area School District is seeking a detail-oriented and highly organized Administrative Assistant / Assistant Business Manager to support district business operations and administrative functions.

**Primary Responsibilities Include:**

- Preparing and processing bi-weekly payroll
- Processing purchase orders and accounts payable
- Assisting with general business office operations
- Providing administrative support, including clerical and organizational duties
- Working collaboratively with district staff to ensure accurate and timely financial operations

**Qualifications:**

- Prior office or administrative experience is required (school or public-sector experience preferred)
- Strong interpersonal, communication, and teamwork skills
- Proficiency with computer applications and office software
- Excellent organizational, analytical, and attention-to-detail skills
- Associate's degree in Business Administration, Accounting, or a related field preferred

**Clearances:**

Candidates must provide current Pennsylvania clearances, including Act 34, Act 151, and Act 114. All clearances must be dated within one year.

**Application Process:**

Interested candidates should submit a resume, cover letter, and three letters of reference to:

Austin Area School District  
Attn: Kimberly Rees  
138 Costello Ave  
Austin, PA 16720

or email materials to: [krees@austinsd.net](mailto:krees@austinsd.net)

**Application Deadline:**

Position open until filled.