



Date Posted: 10/9/19

Title of Position: School Business Manager

Type of Employment: Full Time

Salary: Commensurate upon experience/education

Employer Name: Saint Amelia School, Tonawanda

Employer Contact Name and Title: Mr. Scott C. Kapperman M.S., Ed.

Employer Website: www.stameliaschool.org

Job Description: School Business Manager in charge of business functions of school

Degree Requirements: Masters, Bachelors

Qualifications/Skills: Accounting, Writing, Communication, E-School, CTGP, FACTS

Experience Required: Experience in a similar position preferred

Other Skills/Requirements: Software skills required, excellent oral and written skills

EOE

How to Apply:

By MAIL: Mr. Scott C. Kapperman M.S., Ed.
St. Amelia School
2999 Eggert Rd.
Tonawanda, NY 14150

E-Mail: skapperman@stameliaschool.org

Please include: Résumé, [employment application](#) and [teacher application supplement](#) (if applicable) NO LATER THAN 10/18/19