

# HAZLETON AREA SCHOOL DISTRICT

## Position Description

**POSITION TITLE:** Financial Manager

**DATE:** March 27, 2025

**DEPARTMENT:** Business Office

**REPORTS TO:** Assistant Business Manager

**LOCATION:** Administration Building

**POSITION GOAL:**

Manage, supervise and/or perform district required duties in the following category areas: Banking, internal auditing services for tax collectors, supervise Student Activities Accounts, supervise Food Service accounting, assist with Capital Project accounting and other programs as assigned.

**ESSENTIAL DUTIES & RESPONSIBILITIES:**

1. Review current real estate tax duplicates in accordance with notices from the County Boards of Assessments, regarding Homestead and tax appeals.
2. Attend meetings in regards to real estate taxes as directed.
3. Assist in budgeting for tax collection revenue. Send notices to counties with new tax information once budget is approved. File report with Department of Community and Economic Development. Answers telephone calls and questions regarding tax questions. Writes letters responding to tax questions.
4. Notify and/or assist district solicitors concerning potential problems after reviewing repository sales, additions, abatements, appeals, sheriff sales, bankruptcies, foreclosures and transfer taxes.
5. Prepare list of tax refunds for taxpayers who have overpaid or who are deserving of refunds due to appeals.
6. Maintain listing of Keystone Opportunity Zone/Local Economic Revitalization Tax Assistance properties and meet with officials concerning these properties.
7. Supervise Student Activity Accounts in all schools.
8. Conduct meetings annually with Club Advisors, Activity Directors, and Principals to review HASD policy and procedures for Student Activities. Review purchases and fund raisers. Distribute interest income amount to all clubs. Prepares list of fundraising activities for Board. Records deposits and sends reports to activity directors for review. Submit quarterly financial report to the Board.
9. Provide technical expertise in budgetary accounting and fiscal management of the Cafeteria Fund.
10. Oversees all Food Service Management Company contracts, including PDE required reporting.
11. Complete annual application for National School Lunch Program, complete building reports and purchased meals contract application on line. Verify that the agreements have been filed with the State, completed, signed and on file.
12. Complete Sponsor Application Building Data Report for use with Federal Programs, Child Financial Report for Pennsylvania Dept. of Education, and report monthly claims to PEARS for Federal and State Reimbursements.
13. Perform on site monitoring of the cafeterias to assure PDE guidelines are being followed, file reports and corrective action plans. Attends meetings as required.
14. Monitor Fresh Fruit and Vegetable Program and file claims. Serve as Summer Feeding Programs contact person. Completes sponsor applications, site applications, update daily for field trips, cancellations, etc. File claims with PDE. Meets with officials for administrative review.
15. Oversee the District Community Eligibility Provision (CEP) and direct certification files. Performs direct certification matches on a monthly basis.

16. Oversee all petty cash accounts and perform random audits.
17. Maintain listing of all vending machines and list of all commissions. Distributes commissions to persons responsible for machines.
18. Monitor jury duty days used by employees.
19. Assist in development and tracking of a long-term capital budget, including building renovations and significant plant repairs.
20. Assist with major Capital Fund accounting, including reconciliations and fiscal reporting.
21. Assist with maintaining appropriate District insurance coverage, as well as renewals, claims and loss control.
22. Oversee large procurements, insuring adherence to required federal, state and local regulations.
23. Assist with costing out of proposals during collective bargaining and contract negotiations as requested.
24. Regular attendance is an essential function of this position.
25. Maintain a procedures manual for this position and positions supervised, reviewing annually and submit any revisions to supervisor at time of evaluation.
26. This position description does not express or imply that these are the only duties to be performed by the incumbent in this position. The employee will be required to perform any other position-related duties requested by the supervisor.

#### **QUALIFICATIONS:**

To successfully perform this position, a person must be able to perform each essential duty satisfactorily. The qualification requirements listed below represent minimum levels of educational achievement, training, skill and/or ability necessary.

1. Associates Degree in Accounting required, Bachelors Degree in Accounting, Finance or Business Administration preferred.
2. Extensive knowledge of tax collection and accounting procedures preferred.
3. Strong clerical skills, including organizational skills, with the ability to meet deadlines and maintain confidentiality.
4. Proficient computer skills, including word processing, spreadsheets and database.
5. Ability to communicate clearly and concisely, both orally and in writing.
6. Current Act 24 (82), Act 34, Act 114, Act 151, Act 168 clearances, pre-employment drug testing and physical with TB test.
7. While performing this job, the employee is required to:
  - a. Use hands to finger, handle or feel objects, tools or controls and to talk and hear;
  - b. Sit, stand, walk, and occasionally be required to stoop, kneel and crouch;
  - c. Have specific vision abilities to include close vision, color vision, and the ability to adjust focus;
  - d. Have the ability to lift and/or move up to 25 pounds; and
  - e. Possess effective judgment; communication, mathematical, planning and human relations skills, and will be required to work under periods of stress due to the level of position responsibility.

#### **TERMS OF EMPLOYMENT:**

1. 12 months; 8 hours per day.
2. Salary and benefits according to the agreement between the Board of School Directors and the Agreement for Employment of Financial Manager, dated January 25, 2024 and its amendment, dated June 27, 2024 and H.A.E.A. and/or the H.A.A.S.A. benefit packages.

#### **VERIFICATION:**

The undersigned have read and concur with the information contained in this position description.

Position Holder \_\_\_\_\_ Date \_\_\_\_\_

Supervisor \_\_\_\_\_ Date \_\_\_\_\_

Approved: \_\_\_\_\_ Date \_\_\_\_\_

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opportunity employment, educational and service organization.