The PCM Community District is seeking a School Business Manager—the position is open immediately. This is a 12-month position with supervisory duties. PCM currently employs a full-time payroll & employee benefits clerk and a part-time accounts payable/receivable clerk. Duties for the SBO would include monthly financial reporting, budgeting, state and federal reporting, negotiations, budgeting, and annual audit.

Requirements: Associate's degree in business or accounting or 60 hours of coursework in business and accounting, of which nine must be in accounting. (Familiarity with Uniform Financial Accounting Standards) Interested candidates who only have 6 hours of accounting should contact the District Office to inquire about a temporary school business official authorization. Successful candidates must be organized, able to work independently, detail-oriented, possess excellent written and verbal skills, and value teamwork and collaboration.

PCM is located 30 miles east of Des Moines. We are a growing school district with over 1150 students and 180 employees. The district utilizes Software Unlimited and K-12 docs. This position may also be combined with the School Board Secretary position for additional salary. We offer competitive wages, benefits packages, and a hybrid/remote work location.

Send a letter (or email) of interest, along with a resume, transcripts, and three references to:

Dr. Michelle Havenstrite, Superintendent
PCM School District
PO Box 490
Prairie City IA 50228
mhavenstrite@pcmschools.org

AA/EOE