



PINE FORGE ACADEMY
excellence is no accident...



Job Opportunity **Business Manager**

Starting Date: Aug. 1, 2021

Position: Business Manager

Seeking Business Manager with the ability to oversee the day-to-day financial operation of the Academy including student accounts, food service, transportation, personnel functions, etc. A high level of accounting and technology proficiency is required for this position. Applicant must have the ability to manage extensive data, protect the integrity of school systems, ensure quality customer service and work collaboratively with multiple departments including Allegheny East Conference. All Academy personnel must have the ability to challenge students to attain high spiritual and academic achievement. Applicant with exposure to secondary or collegiate educational experience preferred. Other duties include student supervision and sponsorship of student extracurricular activities.

Qualifications:

- Practicing member of the Seventh-day Adventist Church
- Achieved no less than a Bachelor's Degree (MA degree preferred)

Requirements:

- Criminal background and abuse clearances

Please send cover letter, resume, and an application from the Allegheny East Conference website (www.visitaec.org) filled out completely to:

Teresa Best

Human Resources Director

Allegheny East Conference of Seventh-day Adventists

Email: hr@aeac.org

**Please send via email only to the email address provided above.
Please include the word "resume" in the subject line of the email.**



PINE FORGE ACADEMY

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