

Job Posting

Boscobel Area Schools

"Lead. Engage. Discover."



Director of Business Services

The **Boscobel Area School District** is seeking a dynamic and skilled **Director of Business Services** to join our team for the 2025-2026 school year! This critical role offers the opportunity to lead, supervise, and coordinate all business functions of our district, ensuring financial integrity and operational excellence.

Key Responsibilities Include:

- ✓ Developing and maintaining the district budget
- ✓ Managing accounts payable, accounts receivable, and employee benefits
- ✓ Preparing financial reports for DPI and other state and federal agencies
- ✓ Leading long-range financial planning and school budget development
- ✓ Overseeing human resources functions, tax levies, and compliance with financial regulations

What We're Looking For:

- ✓ **Strong communication and relationship-building skills** – We need a leader who can connect, collaborate, and inspire!
- ✓ **A post-secondary degree** (School Business Manager certification preferred)
- ✓ **Proficiency in Microsoft Office, Excel, Google Workspace, and Skyward Financial**
- ✓ Experience with school finance, including payroll, benefits, tax levies, DPI reporting, and more
- ✓ Expertise in budget development and long-term financial planning

Why Join Us?

We're committed to hiring the right individual and are offering a **competitive wage based on experience**. Certified individuals (DPI School Business Administrator, 5008) or those eligible for certification are strongly encouraged to apply!

If you are qualified and are interested in the job opening, please apply on the WECAN website at wecan.education.wisc.edu. Please include a Boscobel Area School's job application, letter of interest, resume, 3 current letters of reference, copy of license and transcripts. If you have any questions, please contact:

Shannan Aspenson at 608-375-4164 or email at aspeshan@boscobel.k12.wi.us

BOSCOBEL AREA SCHOOLS IS AN EQUAL OPPORTUNITY EMPLOYER

Boscobel Area Schools does not discriminate against properly qualified individuals by reason of their age, race, creed, color, disability, marital status, sex, national origin, ancestry, sexual orientation, political or religious affiliation, arrest record, conviction record, membership in the national guard, state defense force or any other reserve component of the military forces of the United States or this state or use or nonuse of lawful products off the employer's premises during non-working hours.