



# RIVER VALLEY SCHOOL DISTRICT

**HOME OF THE BLACKHAWKS**

660 West Daley Street

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Spring Green, Wisconsin 53588

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Phone: 608-588-2551

April 2, 2024

## NOTICE OF VACANCY

**Position:** BUSINESS MANAGER/SCHOOL BUSINESS ADMINISTRATOR

**Description:** The River Valley School District is seeking a Business Manager to oversee the District's financial affairs and advise the District Administrator and School Board of all current budget and budget projection information. The candidate will possess or be certifiable for the DPI business Manager License #5008. Interested candidates seeking licensure will also be considered. The Business Manager will provide leadership and direction to the school district and administrative team in the areas of the business office personnel, human resources, buildings and grounds, risk management, and food service. Attending monthly school board committee meetings and presenting updates is required.

Located in southwest Wisconsin, the River Valley School District is a consolidated district that includes the communities of Spring Green, Arena, Lone Rock and Plain. We are a district of approximately 1,100 students in grades 4K through 12, with approximately 170 employees and an annual general fund budget of \$19M.

**Qualifications:** River Valley is seeking a Business Manager that:

- Holds or seeking a School Business Manager license #5008 certified by the Wisconsin Department of Public Instruction.
- Has strong communication skills and the ability to work collaboratively with others.

### **Application**

**Procedure:** Submit Application Materials via WECAN (<https://wecan.waspa.org/Vacancy/202356>)

### **Application**

**Deadline:** Open until filled

*The River Valley School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following people have been designated to handle inquiries regarding non-discrimination policies: Scott Moore, Business Director, 660 W. Daley, Street, Spring Green, WI 53588, 608-588-2551, [smoore@rvschools.org](mailto:smoore@rvschools.org) and Claire Knoll, Pupil Services Director, 660 Varsity Blvd., Spring Green, WI 53588, 608-588-2556, [cknoll@rvschools.org](mailto:cknoll@rvschools.org)*

Cc: RV District staff  
RVSD Website  
File

FAX: 608-588-2558



Website: [www.rvschools.org](http://www.rvschools.org)