

## **Seeking Business Manager/Superintendent Secretary**

**Qualifications:** High School Diploma. Experience preferred. Salary Negotiable. Works 226 days a year.

**Special Knowledge/Skills:** School business managers oversee school operating finances. It is their job to develop a budget for the school. School business managers strive to ensure that existing resources are used efficiently while identifying resources that are needed and prioritizing expenses.

Applications are available on website – [www.fcisd.net](http://www.fcisd.net) or at the Business Office.

Applications can be printed from the website and either, faxed, emailed, or mailed to

Mr. Todd Pawelek

Fax #: 830-254-3354

E-mailed: [pawelekt@fcisd.net](mailto:pawelekt@fcisd.net)

Mailed: Falls City ISD

PO BOX 399

Falls City, TX 78113