**Potter County Education Council**

**Position Description: Business Manager**

**Title**: Business Manager

**Reports to:** Executive Director, Potter County Education Council

**Job Requirements:** Bachelor’s degree in a related field (i.e., Accounting, Finance, or Business Administration), master’s degree preferred.

**Work Schedule:** Part- Time / Contractual (Estimated 16 hours per week)

**Position Summary**

The Business Manager plays a key leadership role in supporting the mission of Potter County Education Council by overseeing administrative functions such as developing and reviewing contracts, creating and presenting financial reports, and assisting in organizational planning. Their work involves balancing the organization’s mission with sound business practices. A successful candidate will bring strong financial acumen, operational expertise, and a passion for education and nonprofit service.

**Job Responsibilities**

* Develop and manage budgets in collaboration with leadership.
* Prepare monthly, quarterly, and annual financial reports.
* Present budget reports at quarterly board of directors’ meetings.
* Monitor grant spending and ensure compliance with funding guidelines.
* Oversee contracts, insurance, leases, and operational logistics.
* Ensure compliance with legal, regulatory, and nonprofit reporting requirements.
* Manage vendor relationships and contracts.
* Partner with leadership on long-term planning and resource allocation.
* Coordinate fundraising efforts and donor relations.
* Support grant writing, budgeting, and reporting as needed.
* Collaborate with leadership and staff on financial and operational needs related to programs.
* Other duties as assigned.

**Qualifications**

* Bachelor’s degree in business administration, finance, nonprofit management, or a related field (master’s preferred).
* Minimum of 3–5 years of experience in financial and administrative management, preferably in a nonprofit or educational setting.
* Strong understanding of nonprofit accounting and compliance (e.g., GAAP, IRS regulations).
* Proficiency with accounting software (e.g., QuickBooks) and Microsoft Office/Google Workspace.
* Excellent organizational, analytical, interpersonal, problem-solving, and time management skills.
* Commitment to the mission and values of educational equity and nonprofit service.

**Position Funding:**

This position is funded through the Potter County Education Council’s core program budget. Long term sustainability of the position is contingent upon continuation of funding availability.

**Application Process:**

Interested applicants should send the following to the Potter County Education Council, 5 Water Street, PO Box 5, Coudersport, PA 16915 or via email to Dr. Michele Moore [mmoore@pcedcouncil.org](mailto:mmoore@pcedcouncil.org):

* Resumé with cover letter
* Three current (less than three-years old) letters of professional reference

The cover letter should be addressed to Dr. Michele Moore, Executive Director. You may be asked to complete an employment application form upon review of your initial application materials. E.O.E.