

# NOTICE

March 21, 2018

Position of  
**BUSINESS MANAGER**  
Jackson Parish School Board

The Jackson Parish School Board is accepting applications to fill the position of **BUSINESS MANAGER**. The qualifications are as follows:

- Preferably a Bachelors Degree in Accounting or Finance
- Preferably five (5) years experience in governmental accounting or school board accounting.
- Must be a CPA or acquire Certified Louisiana School Business Administrator (CLSBA) certification by the Louisiana Association of School Business Officials (LASBO) within seven years of hire.

Persons interested in making application for this position contact the Jackson Parish School Board Office located at 315 Pershing Highway, Jonesboro, LA 71251, phone number 318-259-4456, for an application, job description, and scoring rubric or email [robin.potts@jpsb.us](mailto:robin.potts@jpsb.us).

The deadline for submitting a completed application is 3:00 p.m. on Thursday, April 12, 2018. Applications should be mailed to Dr. Robin Potts, Personnel Director of Jackson Parish Schools, P. O. Box 705, Jonesboro, Louisiana 71251.

Only fully qualified applicants will be scheduled for interview.

Distribution:

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