

MOUNTAINSIDE SCHOOL DISTRICT

BEECHWOOD SCHOOL, 1497 WOODACRES DRIVE, MOUNTAINSIDE, NEW JERSEY 07092
DEERFIELD SCHOOL, 302 CENTRAL AVENUE, MOUNTAINSIDE, NEW JERSEY 07092

Posting Date – AUGUST 10, 2021

Position: Business Administrator/Board Secretary
Full time position
Anticipated Start Date: September 27, 2021

Interim candidate applications will also be considered

Qualifications:

- Valid New Jersey School Business Administrator Standard Certificate or Certificate of Eligibility.
- Previous experience in public school business administration and/or as the Secretary of the Board of Education.
- Understanding of the principles and practices of financial accounting and reporting procedures consistent with statute, code and GAAP requirements.
- Knowledge of accepted business practices in school districts related to budget preparation and administration, federal and state grant budgeting and administration, insurance, purchasing, transportation, food services, school operations, human resources and facility planning.
- Oversees the preparation of the district's payroll and ensures proper maintenance of records related to auditing requirements, tax laws, and employee benefits.
- Demonstrates strong organizational, communication, technology, and interpersonal skills.
- Such alternative or additional qualifications as the Board of Education may deem appropriate.

In house candidates should use the district form attached & available from school secretaries.
Other interested candidates should email cover letter, resume, and certification to:
jobs@mountainsideschools.org.

Cc: Board of Education Office (1)
Faculty Rooms (2)
Office/Principal (2)
MEA President (1)
Special Services (1)