

Job Posting

School Business Administrator/Board Secretary

Administration Building

REQUIRED: NJ School Business Administrator Standard Certification
Master's Degree preferred
Five (5) or more years as a School BA preferred

POSTING DATE: March 25, 2013

SCHOOL YEAR: 7/1/2013 - 6/30/2014

Salary will be competitive and commensurate with educational background and experience. Send letter of interest, salary requirement, resume and most recent evaluation to:

NICHOLAS J. DOTOLI, Ed.M., Esq.
GENERAL COUNSEL
Director, Human Resources/Labor Relations
Phone: (973) 680-8501/ext. 2016
Fax: (973) 566-9135
Email: ndotoli@bloomfield.k12.nj.us

DEADLINE FOR APPLYING: May 30, 2013

Bloomfield Township Board of Education in Essex County serves approximately 6,300 pupils in eight elementary, one middle, one comprehensive high school and one alternative school. With a workforce over 1,000 and a bi-weekly payroll of approximately \$2.5 million, Bloomfield serves a diverse population in a "neighborhood" school setting.

The Board is seeking a Business Administrator/Board Secretary. Qualifications include ability to coordinate and manage the school budget, financial management of the school district and excellent communication skills. Candidates should have knowledge of GAAP accounting, facilities planning, insurance, food service, and payroll. Additionally, the ideal candidate will have demonstrated experience with public contracting, bidding, bid protests and relevant NJQSAC DPRs.



Bloomfield is an equal opportunity employer

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Apply by Friday, June 1, 2012

<http://www.bloomfield.k12.nj.us/employment.htm>

