

Neptune City School District

Interim School Business Administrator/Board Secretary

Neptune City School District, a 300 student (PreK-80) district, is seeking an Interim School Business Administrator - Anticipated Opening: June 15

Qualifications:

- Valid New Jersey School Business Administrator Standard Certificate or Certificate of Eligibility per N.J.A.C. 6A:9B-12.7
- Three year public school Business Administrator or school business office experience preferred
- Qualified Purchasing Agent (QPA) Certificate preferred
- Comprehensive understanding of accounting and reporting procedures in relations to statute, code and GAAP guidelines
- Experience in coordinating and managing a school district budget
- Familiarity with Systems 3000
- Knowledge of accepted business practices in school districts related to budget preparation and administration, insurance, health benefits, purchasing food service, buildings and grounds
- Excellent organizational and communication skills
- Strong Leadership skills with the ability to work collaboratively with staff, board members, community members, and fellow administrators

Please submit a letter of interest, resume, copies of appropriate certificates, and letters of reference by May 21, 2019 to Dr. Debra Mercora, Chief School Administrator; dmercora@neptunecityschool.org Please title email as "Business Administrator Applicant"