



**The Following Position is Available Beginning
January 1, 2023:**

**Part-Time School Business Administrator/Board Secretary
Laurel Springs School District**

Qualifications and Requirements:

- Valid New Jersey School Business Administrator Certificate
- Valid New Jersey Qualified Purchasing Agent Certificate
- Minimum three (3) years' experience as a School Business Administrator or Assistant School Business Administrator
- 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 the following areas - budget preparation and administration, insurance/risk management, purchasing, transportation, food services, school plant operations, facility planning, and technology
- Highly effective organizational, communication (both oral and written), and interpersonal skills
- Criminal history background check
- Experience with Systems 3000 software
- Experience with shared services

Salary is competitive and negotiable. Part-time: Two (2) Days per week.

The District is comprised of one (1) elementary school Pre-K -6, with 185-200 students enrolled. One (1) Board Meeting per month

**Closing Date for Applications
4:00 PM on Friday, December 2, 2022**

Candidates should submit a letter of interest, resume, copies of NJ School Business and QPA certifications and three written letters of recommendation via one of the following only –

**Mail - Mr. Thomas Attanasi, Superintendent
Laurel Springs School District
623 Grand Avenue
Laurel Springs, New Jersey 08021
OR**

Email – jdiori@laurelspringschool.org

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