


LYNDHURST PUBLIC SCHOOLS

Lyndhurst NJ

PLEASE POST

ANNOUNCEMENT OF POSITION AVAILABLE

Position Title:	Full Time Secretary Accounts Payable
Department/Location:	Board Office
Reports To:	James Hyman, Business Administrator 
Position Type:	Full-Time, tenure track
Effective Date:	Starting April 13, 2026

Salary Range

\$46,988 – \$61,951 pending experience
12-month contract

Benefits and Other Compensation

Eligible employees may receive:

- Medical, dental, vision, and prescription insurance
- Paid time off (sick, personal days, bereavement)
- Enrollment in the Pension and Annuity Fund

Minimum Qualifications

- Pass the required criminal history background check
- High School diploma or equivalent
- Accounting or Bookkeeping experience preferred
- Minimum two years in a related secretarial office position
- Maintains confidentiality as required and appropriate
- Operates technology necessary to complete reports and clerical work

Application Process

Interested candidates should submit a resume and a cover Letter to:

Joseph DeCorso, Superintendent
Lyndhurst Board of Education
employment@lyndhurst.k12.nj.us

The Lyndhurst Public School District is an Equal Opportunity Employer. We welcome and encourage diverse applicants.

Internal and External Posting

This position is posted both internally and externally in accordance with P.L. 2024, Chapter 91, which requires employers to announce promotion, new job, and transfer opportunities to all current employees in the affected department(s) before making a hiring decision.