

Business Office Assistant Wildwood Crest Board of Education | Wildwood Crest, NJ | Full-Time

The Wildwood Crest Board of Education is seeking a detail-oriented and dependable Business Office Assistant to support the day-to-day administrative and financial operations of the district office.

Responsibilities include: filing, correspondence, data entry, scheduling, record maintenance, phone/email communications, preparing business documents and reports, maintaining financial and administrative records, ordering staff supplies, and ensuring confidentiality and compliance with district policies.

Required Qualifications:

- High school diploma or GED (Associate's/Bachelor's in Business, Accounting, Finance, or related field preferred)
- Minimum 3 years of business office or administrative experience
- Proficiency in Microsoft Office Suite (Word, Excel, Outlook)
- Strong organizational, communication, and time management skills
- Professional demeanor and commitment to confidentiality

Preferred: Experience with payroll processing, accounts receivable/payable, public school business office operations, and/or Computer Solutions, Inc. budgetary software.

Salary: \$45,000–\$65,000 annually, based on experience and qualifications.

To Apply: Submit a resume and cover letter to James Lushok at jlushok@crestmem.edu.

Wildwood Crest BOE is an Equal Opportunity Employer.