VACANCY

ANTICIPATED OPENING 26-27

School Business Administrator/Board Secretary

QUALIFICATIONS

- Valid New Jersey School Business Administrator's Certification required
- Minimum of two years experience as a School Business Administrator/Board Secretary preferred
- Experience with shared services
- Qualified Purchasing Agent
- Effective January 1, 2027 or sooner

The successful candidate will possess:

- A collaborative management style with strong interpersonal skills
- Strong knowledge and accomplished leadership skills in budget preparation and administration, transportation, food services, technology, school operations, school construction, facility planning, and general operational issues
- Understanding of the principles and practices of financial accounting and reporting procedures consistent with statute, code and GAAP requirements
- Expert project management and consultative skills
- Solve problems, build trust, and inspire confidence
- Excellent verbal and written communication and interpersonal skills

Salary: $140,00—$175,000 commensurate with experience

Please send letter of interest, resume, copy of certification and three letters of recommendation to:

Dr. Anthony Grieco,
Superintendent of Schools
EMAIL TO: employment@rockboro.org