

Maywood Board of Education
Maywood, NJ

Anticipated Vacancy – Senior Accountant
Anticipated start date – 10/1/2026

TITLE: SENIOR ACCOUNTANT

QUALIFICATIONS:

1. BS in Accounting
2. Prior experience with GAAP Accounting for School Districts
3. Prior experience with General Ledger Accounting
4. Comprehensive knowledge of Microsoft Office products
5. Knowledge of CSI Software preferred
6. Detail oriented, analytical skills
7. Excellent verbal and written communication skills
8. Required criminal history check and proof of U.S. citizenship or resident alien status.

REPORTS TO: Business Administrator / Board Secretary

JOB GOALS: To provide detailed financial records of the daily transactions of the school district. To provide the Business Administrator with summarized records in accordance with GAAP Accounting Standards.

PERFORMANCE

RESPONSIBILITIES:

Revenue and Receipts

- Record daily receipts and post same to proper revenue accounts as needed

Purchasing and Disbursements

- Process district purchase orders
- Issue disbursements and monthly bill list in accordance with Board of Education Policy

Petty Cash

- Maintain petty cash fund as directed by the Business Administrator

Account Analysis

- Maintain detailed analysis of accounts on a monthly basis

General Ledger and Budget Reporting

- Assist Business Administrator in the coordination of records for the School Treasurer
- Assist Business Administrator in the monitoring of budget accounts
- Assist Business Administrator in the balancing and preparation of the Secretary's Monthly Report

Other

- Assist the Business Administrator with any matters related to the maintenance of the district's financial records
- Any and all other duties as assigned

Please forward resume and letter of interest to Jennifer Pfohl, School Business Administrator at jpfohl@maywoodschools.org.

Application deadline: August 15, 2026