



Oradell Public School District

Our children, our hope, our future

POSTING OF VACANCY

Business Administrator / Board Secretary

(Applications for either a permanent or interim position will be accepted)

Position available as of September 15, 2017

Qualifications:

- Ability to coordinate & manage the District budget
- Financial management of the school District
- Excellent leadership & communication skills
- Knowledge of Systems 3000
- Facilities planning, and oversight of Buildings and Grounds
- Oversight of Payroll, Insurance & Food Services
- Coordination of District technology needs
- Coordination w/special ed. Consortium

The ideal candidate will be bonded and will have demonstrated experience w/public contracting, bidding, bid protest, & relevant NJ-QSAC DPR's.

Required:

- NJ School Business Administrator's Certificate
- Prior experience as a BA or Asst. BA preferred
- Criminal History Review
- Strong background knowledge & skillsets in technology, State and Federal computer systems, accounting, and finance are preferred

No phone calls accepted. E-mail letter of interest, resume, & a copy of NJ Certificate to John C. Anzul, Ed.D., Superintendent, at:
anzulj@oradellschool.org

Posting will remain open until position has been filled.
EOE/AA

Approved: John C. Anzul

Date: 8/24/17