

**Oradell Public School District**

*Our children , our hope, our future*

**POSTING OF VACANCY Business Administrator *I* Board Secretary**

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

Position available as of July 1, 2019

Qualifications:

Ability to coordinate & manage the District budget Financial management of the school District Excellent leadership & communication skills Knowledge of Computer Solutions (CSI) software

Facilities planning, and oversight of Buildings and Grounds

Oversight of Payroll, Benefits, and Insurance

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: [CentraiOfficeApplications@oradellschool.org](mailto:CentraiOfficeApplications@oradellschool.org)

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

Approved: ¢- *C y*

Date: *3{ 2-i{ I 'I*