



State of New Jersey

DEPARTMENT OF EDUCATION

Notice of Vacancy – Deadline Extension

The Commissioner of Education invites applications from qualified candidates for the following:

Reference Number: DOE-087-21

Title: County School Business Administrator

Range/Title Code: M34/70472

Salary: \$79,246.26 - \$110,956.98

Position Number: 053495

Issue Date: November 15, 2021

Closing Date: Until filled

Core Hours of Operation: 7:30 a.m. – 5:30 p.m.

Location: Paterson, New Jersey

Division: Division of Field Support and Services,
County Offices of Education (Passaic)

Description:

The County School Business Administrator for Passaic County will advise and consult with local school districts on business and other support practices pursuant to law and regulations; coordinate county office and local district staff in school business practices pursuant to law and regulations; develop and encourage efforts to improve school business efficiency among local school districts in major budget areas; assist the Interim Executive County Superintendent in the review and approval of school budgets; review, analyze and recommend appropriate action to the Interim Executive County Superintendent on local school district functions to include requests for financial aid, requests for spending growth limitation adjustments, proposals in school facilities, transportation routes and contracts and leasing/purchasing of school buses; monitor local school district business management functions for proper performance and efficiency; perform related work as required per the Interim Executive County Superintendent and PL 2007, Chapter 63.

Requirements:

Education: Master's degree from an accredited college or university or a CPA license.

Experience: Five (5) years of experience in public education, at least three (3) years of which shall be experience in school business management including school budget preparation and/or review.

Certification: New Jersey Administrative Certificate with endorsement for either School Business Administrator or Assistant Superintendent for Business.

Open to the Following:

In accordance with the New Jersey First Act P.L. 2011 c.70, effective September 1, 2011, new public employees are required to obtain New Jersey residency within one (1) year of employment. Applicants must meet the requirements listed above.

Authorization to work: selected candidates must be authorized to work in the United States according to the Department of Homeland Security, United States Citizenship and Immigration Services Regulations.

Note: The State of New Jersey does not provide sponsorships for citizenships to the United States.

Forward a cover letter and resume electronically to:

resume3@doe.nj.gov (include the Reference # in the subject line)

The New Jersey State Department of Education is an Equal Opportunity Employer, has an Affirmative Action Program, and will not discriminate against any person because of race, creed, religion, color, national origin/nationality, ancestry, age, sex/gender (including pregnancy), marital status/civil union partnership, familial status, affectional or sexual orientation, gender identity or expression, domestic partnership status, atypical hereditary cellular or blood trait, genetic information, disability, (including perceived disability, physical, mental, and/or intellectual disabilities), or liability for service in the Armed Forces of the United States, and is committed to Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act.