

# Notice of Vacancy

**Reference Number:** DOE-052-24

**Title:** County School Business Administrator (Two positions)

**Range/Title Code:** M34/70472

**Salary:** \$79,246.26 - \$133,980.55

**Position Number:** 656041, 051823

**Issue Date:** September 6, 2024

**Closing Date:** November 1, 2024

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

**Location:** Hackensack, New Jersey (Bergen County), Morristown, New Jersey (Morris County)

**Division:** Division of Field Support and Services, County Offices of Education

**Please indicate on your resume in which county/counties you are interested.**

## Description

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The County School Business Administrator 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 Executive County Superintendent in the review and approval of school budgets; review, analyze, and recommend appropriate action to the 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; analyzes districts business management practices, reviews school and district budgets in accordance with state laws and regulations and assists Local Education Agencies (LEAs) to increase efficiency and cost savings; and perform related work as required per the Executive County Superintendent of Schools and PL 2007, Chapter 63.

## Requirements

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### 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.

### Preferred Education/Experience

Knowledge of district procedures, operations, and management practices; experience in developing school district budgets in accordance with state law; knowledge of applicable fiscal law and code; and experience with collaborative decision making with district administrators, boards of education, and community members.

## Open to the Following

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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.

Interested candidates may apply via: <https://www.nj.gov/education/careers/>.

### Authorization to Work

Selected candidates must be authorized to work in the United States according to the Department of Homeland Security, United States Immigration and Customs Enforcement regulations. Note: The State of New Jersey does not provide sponsorships for work visas.

## **SAME Applicants**

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If you are applying under the NJ “SAME” program, your supporting documents (Schedule A or B letter), must be submitted along with your resume by the closing date indicated above. For more information on the SAME Program, visit their website at: [nj.gov/csc/same/overview/index.shtml](http://nj.gov/csc/same/overview/index.shtml), email: [CSC-Same@csc.nj.gov](mailto:CSC-Same@csc.nj.gov), or call the Civil Service Commission at (609)-292-4144, option 3.

## **EOE/AA Statement**

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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.