



# *Bloomingtondale School District*

## **School Business Administrator/ Board Secretary** **Start Date 7/1/19**

Bloomingtondale, a Pre-K-8 District of approximately 600 students, is searching for an outstanding leader to provide insight, direction and competence in managing all financial operations for the District.

### **Qualifications:**

- NJ School Business Administrator Standard Certificate or Certificate of Eligibility required
- Qualified Purchasing Agent Certificate preferred
- Three (3) years experience as a school business administrator/board secretary preferred
- Strong communication skills
- Knowledge and experience in the following areas preferred: annual budget preparation; budget administration; health benefit/insurance administration; physical plant management; purchasing; personnel/payroll; student transportation; food services
- Knowledge of all laws and regulations pertaining to the fiscal operations of New Jersey schools

Please send resume, certifications, letter of interest and references by 4/8/19 to:

**Robert P. Mooney**  
**Interim Superintendent**  
**Samuel R. Donald School**  
**29 Captolene Avenue**  
**Bloomingtondale, New Jersey 07403**

EOE/AA