

**WEST ORANGE PUBLIC SCHOOLS**  
**West Orange, New Jersey**

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**MEMORANDUM**

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**DATE:** October 6, 2020

**TO:** ALL SCHOOLS – Office of the Principal  
Special Services  
W.O.A.A. President  
W.O.E.A. President  
I.U.O.E. President

**FROM:** Executive Director of Personnel & Special Projects

**SUBJECT:** Posting of Position(s) Available

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**WEST ORANGE PUBLIC SCHOOLS**

The West Orange School District is located in Essex County, New Jersey located 23 miles from New York City. The district consists of 12 schools, grades Pre-K through 12, and provides high quality instruction to approximately 6,600 students. The district prides itself on the diversity of its student body and is committed to fostering a culturally responsive staff. Applicants from diverse backgrounds are strongly encouraged to apply for the following vacancy:

**ANTICIPATED**  
**School Business Administrator/Board Secretary**

Proven leadership in the financial affairs of a district. The School Business Administrator serves as the Board Secretary, qualified purchasing agent, and the records custodian. The School Business Administrator supervises Payroll/Benefits, Buildings and Grounds, Transportation, and Food Services.

**Required Qualifications:**

- Valid New Jersey School Business Administrator Certificate
- Qualified Purchasing Agent Certification or willingness to earn certification within the first 12 months of employment
- Minimum experience of 5 years as school business administrator or assistant school business administrator
- Understanding of the principles and practices of financial accounting and reporting procedures consistent with statute, code and GAAP requirements
- Knowledge of accepted business practices in school districts related to budget preparation and administration, risk management, purchasing, transportation, food services, school plant operations and facility planning
- Demonstrated organizational, communication and interpersonal skills

**Attach letter of interest, resume, transcripts, and copy of New Jersey Certification(s)**

**Deadline: October 15, 2020**

**Apply online:**

<http://www.applitrack.com/woboe/onlineapp/>



*Equal Opportunity Employer*