



**Interim Business Administrator
Start Date: January 1, 2024
12 Month Part-Time**

QUALIFICATIONS

- Valid New Jersey School Business Administrator Certificate or eligibility.
- A minimum of three (3) years experience as a Business Administrator preferred.
- 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.
- Knowledge or prior experience with Computer Solutions Inc. (CSI) accounting software is preferred.

REPORTS TO: Superintendent/Board of Education

SUPERVISES: Custodial, staff, food service, transportation, business operations and workers compensation.

JOB GOAL: To supervise, manage and coordinate the business affairs of the district efficiently and effectively to ensure the educational support services help to achieve the educational goals of the district with available financial resources.

Satisfactory completion of a criminal history background check and district employment packet required.

Interested candidates should email a letter of interest, resume, certification(s), three professional references to: Mr. Jason Chirichella, Superintendent/Principal at jchirichella@shmemorial.org .

Deadline for applications: October 18, 2023

www.shmemorial.org