



Seaview Elementary School
Belhaven Middle School
51 Belhaven Avenue
Linwood, NJ 08221
609.926.6700
www.linwoodschoools.org
@LinwoodSchools

May 3, 2023

THE LINWOOD SCHOOL DISTRICT

Is seeking qualified candidates for the following anticipated position for the 2023-2024 school year:

School Business Administrator

(Full Time - 12 Months)

Start Date: July 1, 2023

Qualifications and Requirements

- Must hold or be eligible for NJ School Business Administrator Certificate
- Qualified Purchasing Agent (QPA) Certificate Preferred
- Three years or more of experience as a School Business Administrator or Assistant SBA Preferred
- Comprehensive understanding of accounting/reporting procedures in relation to statute, code, and GAAP guidelines
- Responsible for financial budget planning, accounting, reporting and administration of annual District budget, insurance/risk management administration, maintenance, facilities, construction planning, project financing, transportation, food service, purchasing,
- Serves as Board Secretary
- Excellent interpersonal skills and communication abilities

Please include

- Letter of interest
- Complete Professional Resume
- Three (3) Professional References
- Copies of Certification(s)
- Approval letter and /or Background Check application with Office of Criminal History -Review application, and S414 Sexual Misconduct/Child Abuse Disclosure Release form

Details

- Salary to be negotiated with the Board.
- Posting shall remain open for a minimum of 10 days from the date of this posting or until a suitable candidate is found.

Interested candidates should e-mail:

jobs@linwoodschoools.org

Or mail to:

Brian M. Pruitt

Superintendent

Linwood Public Schools

51 Belhaven Avenue

Linwood, NJ 08221

AAE/EOE