



WATCHUNG BOROUGH SCHOOL DISTRICT

GEORGE P. ALEXIS
SUPERINTENDENT

RICHARD PEPE
BUSINESS ADMINISTRATOR

NICOLE DITOTA
DIRECTOR OF SPECIAL SERVICES

PLEASE POST:

Position Available

INTERIM SCHOOL BUSINESS ADMINISTRATOR/BOARD SECRETARY

Qualifications and Requirements:

- NJ School Business Administrator Standard Certificate required
- Qualified Purchasing Agent (QPA) Certificate preferred
- Previous experience as a School Business Administrator or Assistant School Business Administrator, 3 - 5 years in the New Jersey public school system
- Knowledge of accepted business practices in school districts related to budget preparation and administration, risk management, accounts payable and receivable, purchasing, transportation, and food services
- Experience working with Systems 3000 and Genesis is preferred
- Exceptional organizational and communication skills

Position available December 1, 2022

Please apply online at <https://www.applitrack.com/watchungschools/onlineapp/default.aspx>

October 10, 2022