



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

Salary: As per negotiated agreement

Date Posted: August 30, 2019

**QUALIFICATIONS:**

- Broad experience with finance and budget development
  - Knowledge of regulations
- Demonstrated success with facilities management and security issues
- Outstanding communication skills and ability to work successfully with the educational community, service providers and vendors
  - Ability to communicate effectively
- NJ School Business Administrator Certificate or Certificate of Eligibility

Please reference "School Business Administrator" in the Subject Line to be considered.  
Please email completed application, new hire questionnaire, transcripts and resume to:

[Employment@keansburg.k12.nj.us](mailto:Employment@keansburg.k12.nj.us)

Application deadline: September 9, 2019