

EGG HARBOR CITY PUBLIC SCHOOLS

2020-2021

Position Available

The Egg Harbor City Public School District has the following position available for the 2020-2021 school year beginning November 1, 2020:

TITLE: School Business Administrator

QUALIFICATIONS: N.J. School Business Administrator Standard Certificate or Certificate of Eligibility.
Three years of successful experience as a School Business Administrator or Assistant.
Understanding of the principles of financial accounting and reporting procedures consistent with statute, code, and GAAP requirements.
Strong organization, communication, interpersonal, and computer application skills.

RESPONSIBILITIES: See district website for full job description. (www.ehcs.k12.nj.us)

REPORTS TO: Superintendent

SALARY: Commensurate with experience.

Direct letter of interest, resume, copy of certificate(s) and three (3) letters of reference to:

Adrienne Shulby, Superintendent of Schools
Egg Harbor City Public School District
730 Havana Avenue
Egg Harbor City, New Jersey 08215
AA/EOE

Deadline: Friday, September 25, 2020