

Lopatcong Township School District

Dr. Debra Mercora
i, Superintendent

Lopatcong Township Elementary School

Eric S. Renfors, Interim Principal
263 Route 57
Phillipsburg, New Jersey 08865
Phone: 908-859-0800
Fax: 908-213-1339



Lopatcong Township Middle School

Richard A. Bonney, Principal
321 Stonehenge Drive
Phillipsburg, New Jersey 08865
Phone: 908-213-2995
Fax: 908-213-0373

Employment Opportunity

POSTING DATE: January 6, 2021

TITLE OF POSITION: **Business Administrator/Board Secretary**

SALARY: Commensurate with Administrative Experience, State Statute and Regulations

JOB DESCRIPTION:

Responsible for financial budget planning and administration; financial accounting and reporting; insurance/risk administration and purchasing; as well as engagement in facilities planning, construction and maintenance; administration of transportation and food services; collective bargaining; employee benefits; and central data processing

QUALIFICATIONS, MANDATORY:

- NJ School Business Administrator's Certificate
- Comprehensive understanding of accounting and reporting procedures in relation to statute, code, and GAAP guidelines
- Exceptional organizational and communication skills
- Required criminal history background check

QUALIFICATIONS, DESIRED:

- Qualified Purchasing Agent
- Two years of successful experience as a K-8 School Business Administrator or Assistant preferred.
- Experience with CDK, Genesis, IEP Direct, NJSMART, NJ HOMEROOM
- Experience with or Knowledge of IDEA, ESEA, EXAID
- Experience with organizing transportation, transportation contracts, Aid in Lieu, etc.

RESPOND TO: Please send Letter of Interest, Resume and Certifications to:

Dr. Debra Mercora
Superintendent
Lopatcong School District
321 Stonehenge Drive, Phillipsburg NJ 08865
mercorad@lopatcongschool.org

AA/EOE