

OFFICE OF THE SUPERINTENDENT
FAIRFIELD PUBLIC SCHOOLS
FAIRFIELD, NEW JERSEY 07004

ADMINISTRATIVE JOB POSTING

Full-Time Business Administrator/Board Secretary (Interim or Permanent)

Anticipated for 7/1/2024: Essex County, Fairfield is a K-6 Essex County District serving 712 students in two schools with an operating budget of \$14.8 million. The Fairfield School District seeks a dynamic, motivated individual to join the district's administrative team. Competitive salary based on experience.

- Minimum 3 yrs. experience as an Asst. SBA or SBA
- Valid NJ School BA Certificate or COE/COE w/AS
- Understand the principles and practices of financial accounting and reporting. Procedures consistent with statute, code, and GAAP requirements
- Knowledge of accepted business practices in school districts related to budget prep. and adm., insurance/risk adm., benefits, purchasing, transportation, school plan operation and facility planning
- Systems 3000 experience preferred
- Demonstrated organizational, communication and interpersonal skills
- Knowledge of Board Secretary responsibilities
- Criminal History Required

Interested applicants must submit a letter of interest, resume, copy of NJSBA certificate by February 16, 2024 to Dr. Susan Ciccotelli, Superintendent of Schools at ciccotellis@fpsk6.org.