



**NEW MILFORD BOARD OF EDUCATION
145 MADISON AVENUE
NEW MILFORD, NEW JERSEY 07646
201-261-2952**

INTERNAL POSTING

May 3, 2019

NEW MILFORD PUBLIC SCHOOLS

New Milford Public Schools, a growth-oriented, progressive district, has the following opening for 2018-19:

Business Administrator / Board Secretary

Qualified Interim and Tenure Track Candidates

- Valid NJ School Business Administrator Certificate and QPA
- Experience in business administration or district fiscal operations; five years experience in a K-12 district preferred
- Understanding of the principles and practices of financial accounting and reporting procedures consistent with statute, code and GAAP requirements
- Knowledge of accepted business practices in school district related purchasing, budget preparation and administration, transportation, food service, risk management and school plant operations with critical thinking, communications and interpersonal skills
- Construction and referendum experience desirable

Anticipated start date: August 2019

Please mail your letter of interest, resume, NJ certification, and list of references by **May 24, 2019**, to:

Michael A. Polizzi, Superintendent
New Milford Public Schools
145 Madison Avenue, New Milford, NJ 07646
AA/EOE