Dumont Public Schools

Maria A. Poidomani, Ed.D.
Superintendent of Schools

Grant School • Lovell J. Honiss • Dumont High School • Lincoln School • Charles A. Selzer

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TO: All Dumont Schools
FROM: Maria A. Poidomani, Ed.D., Superintendent of Schools
DATE: April 29, 2026
RE: Employment Opportunities

District Opening
Now Hiring: Accounting Specialist
Dumont Public School District – Dumont, New Jersey
Start Date: June 19, 2026
Salary Range: $55,000 – $66,000 (commensurate with experience)

The Dumont Public School District is seeking a detail-oriented and experienced **Accounting Specialist** to join our administrative team. This is an excellent opportunity for a motivated professional to contribute to the financial operations of a dynamic public school district while working under the guidance of the School Business Administrator.

Position Overview
The Accounting Specialist will maintain accurate financial records across multiple district funds and support the district's purchasing and accounts payable functions. This role plays a key part in ensuring compliance with federal and state regulations while providing financial insight to support district decision-making.

Key Responsibilities
- Maintain accounting records and monitor financial activity for district funds
- Process accounts payable, purchase orders, and cash receipts
- Ensure compliance with Board policies, GAAP standards, and applicable regulations
- Manage vendor documentation, including IRS 1099 requirements and business certifications
- Oversee purchasing processes in accordance with New Jersey procurement laws
- Maintain organized financial files, reports, and supporting documentation
- Assist with bid processes, including preparation, posting, and analysis
- Support transportation contracts, tuition agreements, and preschool tuition collection
- Communicate procedures and financial information to staff and vendors
- Maintain confidentiality in all district matters
- Perform additional duties as assigned by the School Business Administrator

Qualifications
- High School diploma required; Bachelor's degree in Accounting or Finance preferred
- Minimum of 3 years' experience in accounting or bookkeeping
- Strong knowledge of GAAP standards and fund accounting systems
- Advanced proficiency in spreadsheet and financial software applications
- Excellent organizational, time management, communication, and interpersonal skills
- Familiarity with The Uniform Minimum Chart of Accounts for New Jersey Public Schools preferred

Why Join Us?
- Stable, full-time (12-month) position in a respected public school district
- Opportunity to contribute to educational excellence through strong financial management
- Collaborative and professional work environment
- Competitive salary and benefits package

Application Information
Interested candidates should apply by submitting a resume and cover letter to Mr. Michael Bessler, School Business Administrator, ebessler@dumontnj.org. Additional application instructions may be provided by the district.

Join us in supporting the financial integrity and success of the Dumont Public School District.