

EAST ORANGE SCHOOL DISTRICT
East Orange, New Jersey



Finance Specialist
Position

Reports To: School Business Administrator

Position Summary:

The Finance Specialist supports the fiscal operations of the district by analyzing budgets, reconciling student activity accounts, and assisting in purchasing processes. This position ensures compliance with district policies, state regulations, and sound financial practices while providing exceptional service to schools and departments.

Key Responsibilities:

Budget Analysis & Monitoring

- Review, and monitor departmental and school budgets for accuracy and compliance.
- Prepare periodic budget reports to identify variances and recommend adjustments as needed.

Student Activity Account Reconciliation

- Review and reconcile monthly student activity account bank statements for accuracy.
- Investigate and resolve discrepancies, ensuring proper documentation and internal controls.
- Maintain organized records of transactions, receipts, and disbursements.
- Provide guidance to school staff regarding student activity account policies and procedures.

Purchasing Support

- Assist with purchase order creation, requisition entry, and procurement tracking.
- Ensure purchasing processes follow district, state, and federal guidelines.
- Verify invoices, contracts, and supporting documentation prior to payment processing.
- Coordinate with vendors and staff to resolve order, delivery, or payment issues.

General Financial Support

- Prepare financial reports, spreadsheets, and summaries for administrative review.
- Maintain accurate and timely financial records in accordance with audit standards.
- Assist in internal and external audit preparations.
- Any additional responsibilities assigned by the School Business Administrator

Performs other duties as assigned.

Qualifications:

- Associate's or Bachelor's degree in Accounting, Finance, Business Administration, or related field (Bachelor's preferred).
- Minimum of 5 years of experience in financial operations, preferably in a school district or public sector environment.
- Proficiency in financial software systems, Microsoft Excel, and Word.
- Strong understanding of budgeting, reconciliation, and purchasing processes.
- Excellent analytical, organizational, and communication skills.
- Ability to work independently and maintain confidentiality.

PHYSICAL ABILITIES AND WORKING CONDITIONS OF CONTINUED EMPLOYMENT

The Physical Abilities and Other Conditions of Continued Employment listed in this section are representative but are not intended to provide an exhaustive list of Physical Abilities and Other Conditions of Continued Employment, which may be required of this position. The East Orange School District encourages persons with disabilities who are interested in employment in this class and need reasonable accommodations to contact the Division of Labor Relations and Employment Services.

Vision: (which may be corrected) to read small print; view a computer screen for prolonged periods

Hearing: (which may be corrected) to answer telephones and tolerate exposure to noisy conditions

Speech: to be understood in face-to-face communications; to speak with a level of proficiency and volume to be understood over a telephone

Upper Body Mobility: use hands and fingers to feel, grasp, and manipulate small objects; manipulate fingers, twist and bend at wrist and elbow; extend arm to reach outward and upward; use hands and arms to lift objects; turn, raise and lower head

Strength: to lift, push, pull and/or carry objects, which weigh as much as 5 pounds on a frequent basis

Environmental Requirements: encounter constant work interruptions; work cooperatively with others; work independently; work indoors

Mental Requirements: read, write, understand, interpret and apply information at a moderately complex level essential for successful job performance; math skills at a high school proficiency level; judgment and the ability to process information quickly, learn quickly and follow verbal

procedures and standards; give verbal instruction; rank tasks in order of importance; copy, compare, compile, and coordinate information and records

APPLICATION PROCEDURE:

Qualified applicants are invited to file applications and credentials via **Applitrack** at:

<https://www.applitrack.com/eosd/onlineapp/>

SELECTION PROCEDURE:

- 1) Review of credentials filed with the Superintendent of Schools
- 2) An oral interview to determine an applicant's personal qualifications and aptitude for the position, as required
- 3) The appointment of a person to the position advertised is the responsibility of the Board of Education and will be made in compliance with Board policies related to the appointment of professional staff

Term of Employment: Full-Time, 12-Month Position

Salary Range: Negotiable; based on background, training, and experience
Unaffiliated

Approved by the East Orange Board of Education: _____

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