



# Secaucus Public School District

685 5th Street  
SECAUCUS, NEW JERSEY 07094  
PHONE: (201) 974 – 2000

Mark Toback, Ed.D.  
Interim Superintendent of Schools

Grace Yeo  
Business Administrator / Board Secretary

## **School Business Administrator/Board Secretary Permanent or Interim**

### **QUALIFICATIONS**

- School Business Administrator Certificate or Certificate of Eligibility.
- Bachelor's degree in business administration, Accounting, or a related field from an accredited 4-year college/university.
- Minimum of two years of accounting and/or auditing experience.
- Excellent MS Office Suite skills, specifically Excel.

### **JOB GOALS**

- Support all operational functions of the business office
- The School Business Administrator's primary goal is the safeguarding of the assets of the Secaucus Board of Education
- To maintain all financial data in accordance with generally accepted accounting principles (GAAP)

### **PERFORMANCE RESPONSIBILITIES**

- Prepare annual encumbrances (payroll, utilities, fixed charges, etc.) and periodically update them.
- Schedule and disburse payment of bond and interest indebtedness.
- Monitor fiscal congruence between Board Minutes and payroll, purchasing, and accounts payable activities.
- Prepare monthly and year-end expenditure/cash disbursement reports. Distribute fiscal reports to administrators
- Coordinate the closing of books at fiscal year-end. Reconcile outstanding purchase orders and reserve accounts to actual commitments. Verify that receipts and disbursements agree with fiscal records.
- Establish and maintain a computerized budget file. Verify the accuracy of the prior and current years.
- Complete the history and current year sections of the official State Department of Education budget document.
- Maintain cash receipts and disbursements control by source of funds/account.
- Invest in school district funds not needed for immediate purposes. Maintain cash flow records by bank/account.
- Affect receipt of tax requisitions from the municipality.

- Open/close bank accounts, make deposits, process wire transfers, maintain documentation per transaction.
- Control activities in the Trust of Agency, Petty Cash, and School General Accounts and Special Projects.
- Control the disbursement/replenishment of all petty cash funds.
- Facilitate the Treasurer of School Monies' completion of duties. Confirm accuracy of results.
- Prepare revenue entries in the fiscal system as funds are received.
- Audit accuracy of monthly revenue and expenditures report. Cross-check individual funding sources for proper total and cash balances.
- Prove the accuracy of lunch program reimbursement vouchers forwarded to the State Department of Education. Verify that the number of free and reduced lunches claimed is compatible with approved applications on file.
- Attend the formal bid opening process and review the recommendation for awarding the low bid(s) to the Business Administrator
- Attend and participate in bid openings.
- Attend construction meetings with the Contractor(s), Architect, and Business Administrator.
- Supervises all Business Office Department Staff
- Conduct interviews for the staffing of open positions in the Business Office.
- Recommend Business Office appointments to the Business Administrator
- Provide the Business Administrator/Board Negotiations Committee with financial information for use with the various bargaining groups.
- School Business Administrator in the renewal of annual liability, workers' compensation, athletic, and other insurance policies.
- Attend insurance meetings when requested.
- Attend Monthly Board of Education and Committee meetings on an as-needed basis as directed by the Superintendent.
- School Business Administrator shall also serve as Assistant Board Secretary.
- Performs other duties as may be assigned by the Superintendent.

#### **TERMS OF EMPLOYMENT**

Twelve months and in accordance with the contract negotiated with the School Business Administrator and the Board of Education, as approved by the Executive County Superintendent.

## **SALARY AND EMPLOYMENT**

**Salary Range:** \$155,000 – \$185,000/annually, prorated for the employment period  
**Employment Period:** January 1, 2027- June 30, 2027

### **HOW TO APPLY**

**The Secaucus Board of Education only accepts electronic applications.**  
Please apply online at [www.sboe.org](http://www.sboe.org).

**OPENING DATE:** October 16, 2026  
**CLOSING DATE:** October 30, 2026

**THE SECAUCUS BOARD OF EDUCATION IS AN  
EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER**