



SADDLE BROOK SCHOOL DISTRICT

355 MAYHILL STREET
SADDLE BROOK, NEW JERSEY 07663

Telephone 201-843-1142
Fax 201-843-0216

January 16, 2020

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The Saddle Brook Public School District is seeking qualified candidates for the 2019-2020 school year.

Payroll/Benefits/Accounting Specialist

QUALIFICATIONS:

- A Bachelor's Degree from an accredited college or university with a major in business or a related field of study preferred
- At least three (3) years of experience in a school business office and accounting, auditing preferred
- Strong analytical, organization, communication and reporting skills
- Proficiency in the use of computer system and software appropriate for accounting, word processing, database, spreadsheet and payroll
- Excellent record keeping, reporting and organizational skills
- Knowledge, experience of payroll principles, accounting practices, regulations and procedures
- Required criminal history background check and proof of US citizenship or legal resident alien status
- Alternatives to the above qualifications may be acceptable to the Board and allowable under applicable law

Interested applicants can apply through our website at

www.sbpsnj.org

or directly at

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

AA/EOE

Closing Date: March 1, 2020

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