



January 21, 2026
NORTH WILDWOOD CITY BOARD OF EDUCATION
Margaret Mace Elementary School

Is seeking qualified candidates for the following anticipated position for the 2025-2026 school year:

Interim School Business Administrator/Board Secretary

March 2, 2026-June 30, 2026

Qualifications:

- Must hold or be eligible for NJ School Business Administrator Certificate.
- Qualified Purchasing Agent (QPA) Certificate preferred.
- Three years or more of experience as a School Business Administrator or Assistant SBA preferred.
- Comprehensive understanding of accounting/reporting procedures in relation to statute, code, and GAAP guidelines.
- Responsible for financial budget planning, accounting, reporting and administration of annual District budget, insurance/risk management administration, maintenance, facilities, construction planning, project financing, transportation, food service, and purchasing.
- Serves as Board Secretary.
- Excellent interpersonal skills and communication abilities.

Please include

- Letter of interest
- Complete Professional Resume
- Three (3) Professional References
- Copies of Certification(s)

Details

- Minimum per diem rate \$365.38
- Benefits are not included

Interested candidates should send their resume, cover letter and proof of certification to jprice@mrmace.com on or before February 6, 2026.

Position available: March 2, 2026

Application deadline: 4:00 pm EST Friday, February 6, 2026.