



Dawn Cottrell
School Business Administrator
dcottrell@mmace.com
609-729-4649

December 17, 2025
NORTH WILDWOOD SCHOOL DISTRICT

Is seeking qualified candidates for the following anticipated position for the 2025-2026 school year:
School Business Administrator/Board Secretary
(Full Time - 12 Months)
Start Date: March 1, 2026

Qualifications and Requirements

- 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

- Salary to be negotiated with the Board.
- Application deadline: 4:00pm EST Friday, January 16, 2026.

Interested candidates should e-mail:

dcottrell@mmace.com

Or mail to:

Jonathan Price
Superintendent
North Wildwood School District
1201 Atlantic Avenue
North Wildwood, NJ 08260
AAE/EOE