



Janet Neill
Business Administrator
jneill@mmace.com
609-729-4649

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NORTH WILDWOOD CITY BOARD OF EDUCATION
Confidential Secretary to the School Business Administrator / Board Secretary

Qualifications:

- High school diploma or equivalent required.
- Minimum of two (2) years of successful experience in a secretarial, administrative, payroll, or business office position.
- Proficiency in Microsoft Office Suite, Google Workspace, and virtual meeting platforms.
- Demonstrated experience with payroll systems, financial software, and student information systems.
- Strong organizational, communication, and technology skills.
- Ability to maintain confidentiality and exercise sound judgment in handling sensitive information.

Primary Responsibilities:

- Provide confidential administrative and secretarial support to the School Business Administrator/Board Secretary.
- Prepare, process, and maintain payroll records and related documentation in accordance with district procedures and timelines.
- Assist with accounts payable functions, including purchase orders, vendor invoices, budget tracking, and financial recordkeeping.
- Prepare reports, presentations, correspondence, Board materials, and other documents utilizing advanced features of Microsoft Office, Google Workspace, and other district-approved software applications.
- Coordinate schedules, meetings, appointments, and calendars for the School Business Administrator, including preparation of agendas and supporting materials.
- Ensure compliance with district policies, New Jersey regulations, cybersecurity practices, and record retention requirements while safeguarding confidential employee and student information.
- Perform other duties related to business office and district technology operations as assigned by the School Business Administrator/Board Secretary.

Benefits:

- Full-time employees are eligible for medical, prescription, and dental benefits.
- Sick, personal, vacation, and bereavement leave provided in accordance with district policy and negotiated agreements.

Salary:

- \$50,000-\$60,000
- Salary placement is based on education, experience, and alignment with district salary guidelines.

The North Wildwood School District is an Equal Opportunity/Affirmative Action Employer.

Interested candidates should send their resume, cover letter and proof of certification to jneill@mmace.com

Position will remain open for ten (10) days or until a suitable candidate is found.