



EAST RUTHERFORD PUBLIC SCHOOLS

Office of the Board of Education

250 Grove Street

East Rutherford, NJ 07073

Phone: (201) 623-8150 ♦ Fax: (201) 804-3100

www.erboe.net

The East Rutherford School District is currently accepting resumes for the following anticipated position:

PART-TIME BOOKKEEPER/ACCOUNTS PAYABLE

QUALIFICATIONS:

1. Bookkeeping/accounting experience preferred.
2. High school graduate, college graduate preferred.
3. Knowledge of school budget/accounting experience highly preferred.
4. Knowledge of efficient office procedures and business software including Microsoft Word, Microsoft Excel, Microsoft PowerPoint and Microsoft Outlook.
5. Knowledge of accounts payable procedures.
6. Knowledge of accounting practices and general ledger posting.
7. Experience with CSI accounting software preferred.
8. Excellent organizational skills and ability to prioritize work load and meet deadlines.
9. Strong interpersonal and human relations skills.
10. Ability to develop good human relationships including establishing and maintaining effective human relationships with employees, as well as, with the general public.
11. Possess qualities of adaptability and versatility; ability to work through interruptions.
12. Report and provide timely budgeting and financial information.
13. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.
14. Ability to self-develop and not rely on what has been done in the past.

Please forward cover letter and resume to:

Alessandro Verace, School Business Administrator/Board Secretary

East Rutherford School District

250 Grove Street

East Rutherford, NJ 07073

FAX: 201-804-3130

E-MAIL: kdolinsky@erboe.net

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