

# Application for the Position of NJASBO Executive Director Position

The New Jersey Association of School Business Officials is seeking a highly qualified, energetic individual possessing strong leadership skills for the position of Executive Director of this 1000+ member professional association. This individual will serve as the chief executive officer and administrative representative of the association. Responsibilities include, but are not limited to:

- Providing support and guidance to our membership
- Administration of the NJASBO office
- Liaison with legislators, department of education, and professional organizations within and outside of the state
- Long range planning.

The successful candidate must possess strong written, oral, interpersonal and technology skills. A School Business Administrator's certificate is required and a Master's Degree or C.P.A is preferred.

Salary and benefit package is competitive and negotiable.

Position is available on or about June 30, 2019.

Submit a letter of interest, resume, and appropriate certifications to:

NJASBO President Matthew Clarke  
PO Box 210  
139 Mountain Avenue  
Springfield, NJ 07081  
[mclarke@springfieldschools.com](mailto:mclarke@springfieldschools.com).

The Search Committee requests applications by August 31, 2018.

All questions shall be addressed to Mr. Clarke at the email address above or by phone 973-376-1025, Ext. 1210.

NJASBO is An Equal Opportunity Employer