

Vineland Public Charter School in Cumberland County, NJ, is seeking a full-time Facilities Manager/Assistant Business Administrator. The position is available April 6, 2018.

Qualifications:

- Certified Educational Facilities Management Certificate preferred.
- Valid NJ School Business Administrator Certificate or Certificate of Eligibility a plus.
- Experience with school plant operations, construction and facility planning, and custodial and maintenance services required.
- Understanding of accounting and business practices in school districts including, but not limited to, accounts payable, health benefits, payroll, grants, board reporting, transportation, and food service operations.
- Demonstrated organizational, communication, and interpersonal skills.
- Proficiency with CDK Systems a plus.

Please send letter of interest, resume, and copy of Business Administrator Certificate via email to: Christina Murphy, School Business Administrator, cmurphy@cccharters.org

Position open until filled.

AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER