



LINWOOD
PUBLIC SCHOOLS

Seaview Elementary School
Belhaven Middle School
51 Belhaven Ave.
Linwood, NJ 08221
www.linwoodschoools.org

THE LINWOOD SCHOOL DISTRICT

Is seeking qualified candidates for the following position for the 2021-2022 school year:

Business Office Payroll/Data Secretary

- Full Time, 12 months
- Experience as a confidential central office secretary preferred
- Experience with payroll and data entry preferred
- Excellent technology skills including but not limited to Systems 3000, Microsoft Office, and Google Platforms
- Highly proficient in data entry, creating reports,
- Excellent interpersonal skills as well as written and verbal communication abilities
- Team oriented, confidential, high attention to detail
- Strong organizational and time management skills
- Energetic, problem solver, and highly motivated

Interested candidates should e-mail:

jobs@linwoodschoools.org

- Cover letter and Resume
- Two (2) letters of recommendation
- Approval Letter and/or Background Check application with Office of Criminal History Review application, and S414 Sexual Misconduct/Child Abuse Disclosure Release form.

Or mail to:

Brian M. Pruitt
Superintendent
Linwood Public Schools
51 Belhaven Avenue
Linwood, NJ 08221

Closing Date: June 14, 2021 by 4:00 PM

**AA/EOE
06.03.2021**