



**LINWOOD**  
PUBLIC SCHOOLS

Seaview Elementary School  
Belhaven Middle School  
51 Belhaven Ave.  
Linwood, NJ 08221  
[www.linwoodschoools.org](http://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](mailto: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: July 9, 2021 by 4:00 PM**

**AA/EOE  
06.30.2021**