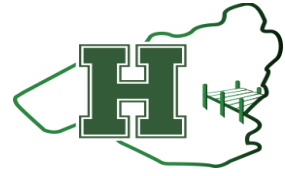


# Hainesport Township School District

Joseph R. Corn, *Superintendent of Schools*  
Jake Bryson, *Business Administrator*  
Alexander F. Fisher, *Principal K-8*  
Anthony Procopio, Jr., *Assistant Principal*  
Allison Tate, *Curriculum & Instruction*  
Karina McNulty, *Preschool Expansion Supervisor*



Date: April 2, 2026  
To: All Staff  
Re: Part Time Confidential Business Office Clerk  
From: Jake Bryson, Business Administrator

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## Vacancy

### Part Time Confidential Business Office Clerk 12 Month 5.5 hours per day, Monday through Friday

#### Qualifications:

- |    |   |
|----|---|
| 1. | High School diploma; Experience in bookkeeping, accounting, and business mathematics preferred.   |
| 2. | Minimum experience as determined by the board.  |
| 3. | Effective bookkeeping skills and demonstrated proficiency in data processing and use of automated office equipment and software packages. Experience with a human resources information system. |
| 4. | Working knowledge of Google Workspace and Microsoft Office.   |
| 5. | High level of interpersonal and communication skills required to interact with employees, leaders, vendors and others.  |
| 6. | Required criminal history background check and proof of U.S. Citizenship or legal resident alien status.  |

**APPLICATION PROCEDURE:** Applications for this position will be in the form of a letter of interest and resume. Documents should be sent via email to Mr. Bryson [bryson@hainesport.k12.nj.us](mailto:bryson@hainesport.k12.nj.us)

**DEADLINE FOR APPLICATIONS: April 23, 2026**

**ANTICIPATED START DATE: June 1, 2026**

**Position will be 5.5 hours per day, Monday through Friday, and is a 12 month position.**

**\*\*\*Applicant must meet requirements for this position.**

**THE HAINESPORT TOWNSHIP SCHOOL IS AN EQUAL OPPORTUNITY EMPLOYER**

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HOME OF THE HAWKS

211 Broad Street, Hainesport, NJ 08036 · P (609) 267-1316 · F (609) 702-0142 · [www.hainesport.k12.nj.us](http://www.hainesport.k12.nj.us)