

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: July 23, 2026
To: All Staff
Re: Confidential Business Office Clerk
From: Jake Bryson, Business Administrator

Vacancy

Confidential Business Office Clerk 12 Month Part Time or Full Time, Monday – Friday

Qualifications:

- | | |
|----|---|
| 1. | High School diploma; Experience in payroll, accounting and school business practices 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

DEADLINE FOR APPLICATIONS: Open until filled.

ANTICIPATED START DATE: As soon as possible.

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

THE HAINESPORT TOWNSHIP SCHOOL IS AN EQUAL OPPORTUNITY EMPLOYER

HOME OF THE HAWKS

211 Broad Street, Hainesport, NJ 08036 • P (609) 267-1316 • F (609) 702-0142 • www.hainesport.k12.nj.us