

BRADLEY BEACH ELEMENTARY SCHOOL

515 BRINLEY AVENUE

BRADLEY BEACH, NEW JERSEY 07720

TELEPHONE: (732) 775-4413

www.bbesnj.org

Dr. Elizabeth J. Franks, Ed. D.
Board President

Mr. David Tonzola
Business Administrator/Board Secretary

Mr. Michael Heidelberg
Superintendent/Principal



Mrs. Morgan Maclearie-Gonzalez
Supervisor of Curriculum/Instruction

Mrs. Alison Zylinski
Director of Special Services

NOTICE OF VACANCY

JOB ID# 071425

The Board of Education invites applications from qualified candidates for the following position:

2025-2026 SCHOOL YEAR

Secretary to the Business Administrator - Anticipated

Qualifications:

- Effective date – September 1, 2025
- Minimum of a high school diploma required
- Experience as a school secretary or in a similar administrative assistant role preferred; expertise in school office operations is a plus
- Ability to relate to the public, parents, as well as children, in a professional and courteous manner
- Demonstrates proficiency and professionalism in oral and written communication, organizational and clerical skills
- Effective use of computer programs such as Microsoft Office, Google Platforms and Genesis Student Information System
- Maintains strict confidentiality at all times
- Salary Range - \$50,000 - \$55,000 based on experience, single health and dental benefits, and enrollment into the State Administered Pension System

Evaluation:

Performance of this job will be evaluated annually in accordance with Board policy and state law.

Responsibilities

1. Oversees the District's School Lunch Program; this includes but is not limited to the maintaining of the master eligibility list, the completion of the lunch application process, direct certification process, summer EBT process, and verification
2. Manages the lunch statuses for all students within Genesis and the Cafeteria POS system
3. Acts as the alternate certifier in SNEARS
4. Prepares the monthly agenda for Board meetings as well as adding all attachments to the agenda items
5. Types the minutes from the monthly Board meetings from the notes provided by the Business Administrators
6. Processes the submission of advertisements and legal notices to the local newspapers
7. Drafts Correspondences to various entities on behalf of the Business Administrator
8. Oversees the processing of Health Insurance Enrollment, terminations and changes for all employees as well as troubleshoots and coordinates with the District's insurance carrier and broker to resolve employee concerns
9. Process paperwork for District's workers compensation program
10. Drafts and processes nonresident tuition contracts and invoices
11. Process and maintain records for special education and regular education tuition contracts
12. Oversees the setup of transportation for all out of district and nonpublic students(Bradley Beach Elementary School is a walking district) including the processing of the aid in lieu applications for students attending nonpublic schools as well as the administration of transportation contracts
13. Oversees the filing of working papers
14. Maintains an appropriate active and archival business office filing system for both confidential records and non-confidential documents and records and readily retrieves items through the use of this system
15. Completes any related requisitions that are need for purchase orders
16. Makes daily deposits to the bank for the cafeteria fund as well as other deposits as needed
17. Opens daily mail received in the Business Office
18. Makes deliveries to the post office for any outgoing mail
19. Assist in the completion of the annual audit
20. Assist in the completion of various state reports such as but is not limited to the ASSA, and DRTRS
21. Performs office routines and practices, such as operating the office equipment (scanner, fax, etc.), responding to and routing telephone calls, and other messages
22. Maintains confidentiality as required and appropriate
23. Participates in staff development opportunities in accordance with State guidelines, new systems and resources to enhance job-related skills and knowledge
24. Will demonstrate a willingness to assist and work cooperatively with colleagues
25. Will display tact and courtesy when dealing with students, staff, residents and others in person and by telephone and e-mail in the performance of this position

26. Performs such other tasks and assumes such other responsibilities as the Business Administrator may assign or require

Posted: July 23 2025

Please send letter of interest and resume to:

Mr. David Tonzola
Business Administrator/Board Secretary
Bradley Beach Elementary School
515 Brinley Avenue
Bradley Beach, NJ 07720

Or email to:

Hiring@bbesnj.org

The Bradley Beach Board of Education is an Equal Opportunity Employer, and has an Affirmative Action Program. Each otherwise qualified person shall be offered equal access to all categories of employment and equal pay for equal work in this district without regard to the candidate's race, color, religion, creed, marital status, national origin, ancestry, age, political affiliation, affectional or sexual orientation or sex, armed forces, liability, disability, social or economic status. The school district's employment applications and pre-employment inquiries conform to the guidelines of the New Jersey Division of Civil Rights.

EOE/AA