

**Dated: September 11, 2020**

**Morris-Union Jointure Commission  
ADVERTISED POSTING  
Anticipated Position for 2020-2021 School Year**

**Position:** Accounting Assistant  
(This position does not require a certificate or endorsement issued by the New Jersey Department of Education. Accordingly, this position is “non-certificated” and not tenure eligible.)  
  
12-month Confidential Position

**Location:** Board of Education Office

**Anticipated Effective Date:** Immediately

**Qualifications:**

- High School Diploma, College Degree preferred.
- Excellent computer skills including Microsoft Office and Google Platform.
- Excellent organizational, telephone, and communication skills.
- Proven ability to work independently and as part of a cohesive team.
- Excellent written communication.
- Excellent accounting skills.
- Proven professionalism.

**Benefits:**

- Competitive salary in public school district.
- Health insurance benefits.
- Enrollment in the New Jersey Public Employees Retirement System.

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Please apply through AppliTrack link at [www.applitrack.com/mujc/onlineapp/](http://www.applitrack.com/mujc/onlineapp/)

**Equal Opportunity /Affirmative Action Employer**