

JAMES W. EDWARDS, JR.
Certified Public Accountant
1620 Chester Avenue
Manchester, New Jersey 08759
(732) 267-2703

SUMMARY Business Administrator seeking a position as a School Business Administrator. Knowledgeable in school law (Title 18A, Title 6 and Title 6A).

EXPERIENCE **BUSINESS ADMINISTRATOR** **Jan. 1999 – Present**
Plumsted Township Board of Education, New Egypt, New Jersey
Responsible for business operations of the school district, which includes cash management, approving purchase orders, accounts payable, payroll/employee benefits, budget, debt service, transportation, cafeteria operations and buildings/grounds. Serve as line of communication for School Board attending all regular meetings.

ASSISTANT BUSINESS ADMINISTRATOR **Dec. 1997 – Dec. 1998**
Point Pleasant Schools, Point Pleasant, New Jersey
Responsible for managing the business office operations which included cash management, accounts payable, payroll, budget, debt service and employee benefits. Served as line of communication for School Business Administrator with school principals, construction manager, transportation coordinator, facilities manager, cafeteria manager, and student activities bookkeeper. Also approved purchase orders and administered board meetings in the absence of the Board Secretary.

SUPERVISOR **Jan. 1993 - Dec. 1997**
Jump, Scutellaro and Company, C.P.A.'s, Toms River, New Jersey
Responsible for supervising more than 30 accounts, specializing in public school clients. Responsible for all school audits of the firm.

EDUCATION M.A. Administration (In Process), Georgian Court College
B.A. Business, Richard Stockton State Collage, 1992
A.S. Business Administration, Ocean County College, 1990, Cum Laude

OTHER
INFORMATION Certificated - School Business Administrator
Certified Public Accountant - New Jersey
RSBA – NJASBO
Qualified Purchasing Agent – Department of Community Affairs
1st Vice President New Jersey Association of School Business Officials
President Monmouth Ocean County Shared Insurance Fund
Member New Jersey State Society of Certified Public Accountant
Member American Institute of Certified Public Accountants
Past Pres. of the Ocean County Assoc. of School Business Administrators
Past President of the Rotary Club of Beachwood - Berkeley

References available upon request