

Dana Sullivan, CPA, PSA, RSBA

Administrative Certifications	School Business Administrator Chief School Administrator Principal/Supervisor	
Other Certifications	Certified Public Accountant Licensed Public School Accountant Registered School Business Administrator Qualified Purchasing Agent	
Education	Masters of Art Degree in Educational Administration <i>Montclair State University, Montclair, NJ</i>	2002
	Bachelor of Science Degree in Accounting <i>Rutgers College – School of Business</i> <i>Rutgers University, New Brunswick, NJ</i>	1987

Career History & Accomplishments

School Business Administrator

Westfield Public Schools, Westfield, NJ 2012-2022

Montclair Public Schools, Montclair, NJ 1997-2012

- Prepare the annual school budget and assume responsibility for the administration of all phases of the budget throughout the year.
- Serve as official purchasing agent for the board and responsible for establishing procedures for the acquisition of supplies and equipment in accordance with law and board policies.
- Responsible for the preparation of district payroll and to ensure the proper maintenance of records related to auditing requirements, tax laws and employee benefits.
- Participate in negotiations with all employee associations.
- Oversee the operation and maintenance of all school facilities and supervise custodial, grounds and maintenance services.
- Assist the Superintendent in projection of facility needs and oversee all construction programs in the district.
- Responsible for the efficient operation of the food service program.
- Serve as Secretary to the Board of Education, which includes notifying all board members of regular and special meeting, recording all proceedings of the board meetings and preparing minutes of all board meetings.
- Administer the district's insurance/risk management program.

Assistant School Business Administrator

Montclair Public Schools, Montclair, NJ 1993-1997

- Assist the Business Administrator in planning, coordinating and supervising the operations of the business office.
- Direct responsibility for reviewing and approving all purchase orders for accuracy and compliance with laws and board policies
- Prepare month ending journal entries and all required monthly and annual reports for submission to the board of education
- Responsible for administering all federal and state grants, including preparation of required reports.

Supervising Senior Accountant
KPMG Peat Marwick, Short Hills, NJ

1987-1993

- Responsible for overall profitability and management of the audit engagement
 - Prepare and review annual financial statements and footnote disclosures in addition to various reports on internal control and material weaknesses.
 - Audit and review expenditures for compliance with federal and state grant requirements.
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Memberships & Affiliations

- New Jersey Association of School Business Officials – Recipient of 2019 Distinguished Service Award
- Essex County Association of School Business Officials – President, 2000-2001, 2008-2009, 2009-2010
- Union County Association of School Business Officials- President 2015-2016, 2016-2017, 2019-2020
- Association of School Business Officials, International
- Trustee to the New Jersey Schools Insurance Group (NJSIG) from 2016 to present