

## Steven K. Robinson, CPA, PSA

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**Administrative  
Certifications** Certified Public Accountant  
Public School Accountant  
School Business Administrator  
Qualified Purchasing Agent

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**Education** **Bachelor of Science Degree in Accounting** 1987  
*Rider College, Lawrenceville, NJ*

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### Career History & Accomplishments

#### **School Business Administrator/Board Secretary**

##### ***Livingston Board of Education, Livingston, NJ***

1998 - Present

- Accountable for financial responsibility of a district that includes one high school, two middle schools and six elementary schools consisting of 6,000 students and an annual budget of approximately \$130,000,000.
- 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.
- Responsible for the operation and maintenance of all school facilities and supervise custodial, grounds and maintenance services.
- Responsible for the operation, maintenance and supervision of the transportation department.
- 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 meetings, recording all proceedings of the board meetings and preparing minutes of all board meetings.
- Administer the district's insurance/risk management program.
- Participated in a Safety/Security Assessment and responsible for implementation of recommendations throughout the district.
- Responsible for the presentation and planning of four successful bond referendums (total in excess of \$160 million).
- Acting Superintendent of Schools from April 2014 to June 2014.

#### **Certified Public Accountant/Owner**

2002 - Present

##### ***McCormac and Company, Woodbridge, NJ***

- Responsible for preparation of tax returns for individuals, corporations, partnerships and fiduciaries.
- Provide bookkeeping services for businesses.
- Provide other accounting services as required.

**School Business Administrator/Board Secretary**

1992 - 1998

***Middletown Township School District, Middletown, NJ***

- Accountable for financial responsibility of a district that included two high schools, three middle schools and twelve elementary schools consisting of 10,000 students and an annual budget of \$100,000,000.
- Assisted in the presentation and planning of a \$78.4 million bond referendum project.
- All responsibilities as listed under the Livingston Board of Education.

**Senior Accountant**

***Curchin and Company, PA, Red Bank, NJ***

1987 - 1992

- Performed audits for diversified client base, including school districts.
- Reviewed systems of internal accounting controls.
- Prepared tax returns for individuals, corporations, partnerships and fiduciaries.
- Performed on-the-job supervision, training and evaluation of staff.

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**Memberships & Affiliations**

- New Jersey Association of School Business Officials – Recipient of 2019 Distinguished Service Award
- Six time President of Essex County Association of School Business Officials
- Trustee to New Jersey Schools Insurance Group (NJSIG) from 2015 to present
- Chairman of the North Jersey Educational Insurance Fund (NJEIF) from 2010 to present
- NJASBO representative on the subcommittee to review the bylaws of NJSBAIG
- Association of School Business Officials, International