

SECTION CENTRAL ADMINISTRATION

AREA CLASSIFIED PERSONNEL

TITLE: Assistant School Business Administrator/Assistant Board Secretary

QUALIFICATIONS:

1. A Bachelor's Degree in Accounting and/or Business Finance and a School Business Administrator Certificate or Certificate of Eligibility for School Business Administrator;
2. Three years experience in the supervision of an accounting or financial office, preferably in a public agency;
3. Working knowledge of New Jersey Public School Law;
4. Experience with computer applications in Accounting;
5. Demonstration of strong computer and PC Spreadsheet capabilities;
6. Such alternative or additional qualifications as the Board of Education may deem appropriate.

REPORTING RESPONSIBILITY:

The Assistant School Business Administrator/Assistant Board Secretary is directly responsible to the School Business Administrator.

SUPERVISORY RESPONSIBILITY AND AUTHORITY:

The Assistant School Business Administrator/Assistant Board Secretary shall maintain line and staff authority in accordance with the Board of Education approved District Organization Chart, Policy 2111.

JOB GOAL:

The Assistant School Business Administrator/Assistant Board Secretary serves as a vital adjunct to the School Business Administrator in developing procedures and managing operations that are in conformance with State Law, Board of Education policies and the administrative rules of the Superintendent.

The person chosen for this position must possess a wide range of managerial and administrative abilities.

The person assists the School Business Administrator in all phases of the business operation.

TERMS OF EMPLOYMENT:

Twelve month contract. Benefits as described in Policy 4931, Benefits - District-Wide and Central Office Non-Instructional Personnel (12 month employment).

PERSONAL EVALUATION:

The Assistant School Business Administrator/Assistant Board Secretary will be evaluated in writing by the School Business Administrator at least once each year. The evaluation shall be based in part on the performance of the responsibilities indicated in this position description.

PERFORMANCE RESPONSIBILITIES:

A. Staff Management

1. Assists the School Business Administrator in supervising and evaluating the performance of the staff in the Business office and utilizes effective management techniques.
2. Works to develop staff morale and loyalty to the organization.
3. Treats all personnel fairly, without favoritism or discrimination, while insisting upon the performance of duties.
4. Gives proper and definitive directions to all staff.

B. Business and Finance

Under the direction of the School Business Administrator:

1. Assists in the supervision of the accounting of all financial transactions and the preparation of monthly revenue, appropriations and cash reports, including data entry.
2. Assists in the preparation of financial reports and studies inclusive of entry budget transfers and preparing bill lists and check runs for all funds.
3. Assists with the development of the annual budget and the budget preparation process.
4. Assists in the execution of the enacted budget including administrative controls where required.
5. Is responsible for processing, transacting and reporting of all District debt.
6. Assists in the supervision and implementation of the financial investment program.
7. Assists in the supervision and accounting of all State and Federal programs, local grant and donation programs, the Debt Service; and the preparation of all personnel, transportation and all other contracts.
8. Assists in the supervision of the collection and payment of tuition accurately and in a timely fashion.
9. Assists in the supervision of the maintenance, protection and storage of all securities, documents, title papers, and other financial records of the Board.
10. Assists the District Auditors in the preparation for the annual audit.

11. Consults with the independent auditors as necessary to coordinate and maximize the effectiveness of internal controls.

C. Other Duties

1. Works effectively with public and private agencies as they relate to business operations.
2. Performs the responsibilities of the School Business Administrator/Board Secretary during his/her absence.
3. Assumes other duties and responsibilities incidental to the office or as assigned by the School Business Administrator.

Approved 2/22/05