

1320 DUTIES OF SCHOOL BUSINESS ADMINISTRATOR/
BOARD SECRETARY

Primary Function

Secretary to the Board of Education, fiscal officer for the school district

Reports to: Board of Education - as Secretary to the Board
Superintendent - as fiscal officer for the school district

Supervises

Payroll Supervisor
Executive Secretary assigned to School Business Administrator/Board Secretary
Assistant School Business Administrator/Board Secretary
Other staff

Qualifications

1. Undergraduate and/or graduate training in school business administration;
2. Experience in administration and/or supervision preferred; and
3. Must hold or be eligible for New Jersey School Business Administrator's certificate.

Major Duties and Responsibilities

1. Direct the maintenance of and/or maintain all official records of the Board of Education as prescribed in Title 18A, New Jersey Statutes Annotated;
2. Serve as school district purchasing agent and direct the purchase/bidding process for all supplies/materials/equipment/services purchased by the Board of Education;
3. Direct the development/implementation of all fiscal accounts and accounting records of the school district;
4. Direct the payroll department and the implementation/maintenance of all payroll-related procedures and records;



5. Direct the preparation of all fiscal reports as per local, State and Federal requirements;
6. Direct the implementation of fiscal procedures and/or control to ensure compliance with budget appropriations;
7. Direct and supervise the maintenance of liability, property and pupil insurance programs;
8. Direct data processing program for the school district;
9. Direct the preparation of documents relative to the annual budget, school bonds and State/Federal funding programs;
10. Determine annual and long-term budget needs for all areas of responsibility;
11. Prepare performance reports for all personnel who report directly to the School Business Administrator/Board Secretary; and
12. Perform such other duties as may be assigned by the Superintendent or designee.

Terms of Employment

Twelve-month position - Exempt Group - Salary as determined annually by the Board of Education.

Adopted: 24 January 2011

