

JOB DESCRIPTION

I. TITLE

Assistant Business Administrator/Assistant Board Secretary

II. PRIMARY FUNCTION

To assist the Business Administrator in managing the business affairs of the district efficiently and effectively to ensure that educational support services help to achieve the educational goals of the district with the available financial resources.

III. REPORTS TO

Business Administrator/Board Secretary and/or designee

IV. SUPERVISES

- Business Operations Staff, as assigned

V. QUALIFICATIONS

- Must hold or be eligible for New Jersey School Business Administrator Certificate
- Undergraduate and/or graduate training in accounting, business, and/or school business administration
- Understanding of the principles and practices of financial accounting and reporting procedures consistent with statute, code, and GAAP requirements.
- Knowledge of accepted business practices, laws, and regulations governing school districts related to budget preparation and administration, risk management, purchasing, transportation, food services, school plant operations and facility planning, or is willing and able to study and attend training to gain this knowledge
- Experience in administration and/or supervision preferred
- Such other qualifications of academic, professional and personal excellence as the Edison Township Board of Education may specify

VI. MAJOR DUTIES AND RESPONSIBILITIES

- Assists the business administrator/board secretary in the preparation of the annual school budget and helps with the administration of all phases of the budget throughout the year.
- Assists in keeping accurate and detailed accounts of all financial transactions as prescribed by statute, administrative code, and board policy.
- Assists the BA in auditing claims, invoices and demands against the board.
- Assists the BA in collecting tuition fees and other moneys due to the board.
- Assists in procurement of supplies and equipment for the district in accordance with law and board policies.
- Assists in administering the district's insurance/risk management program.
- Assists in the oversight of the preparation of the district payroll and ensures proper maintenance of records related to auditing requirements, tax laws, and employee benefits. Also assists with implementing all board-approved employee benefit plans.
- Assists the BA in overseeing the operation and maintenance of school facilities and custodial, grounds and maintenance services. Helps to maintain required reports.
- Assists in the efficient operation of the district's food services program; ensures that procedures are in accordance with law and regulations.
- Assists in the operation of the student transportation program.
- Assists the BA/Board Secretary in maintaining records and papers of the board, and makes public records available for public inspection.
- When assigned, attends district school board meetings and speaks on assigned topics. Assists in preparing the official meeting minutes and aids in handling correspondence to the board.
- Perform such other duties as may be assigned by the Superintendent or designee.

VII. TERMS OF EMPLOYMENT

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

Job Description/Section I ASSISTANT BUSINESS ADMINISTRATOR-ASSISTANT BOARD SECRETARY

APPROVED: 10/24/2016