

JOB DESCRIPTION

I. TITLE

Business Administrator/Board Secretary

II. PRIMARY FUNCTION

Secretary to the Board of Education
Fiscal officer for the school district

III. REPORTS TO

Board of Education – as Secretary to the Board
Superintendent – as fiscal officer for the school district

IV. SUPERVISES

- Payroll Supervisor
- Executive Secretary assigned to Business Administrator/Board Secretary
- Assistant Business Administrator/Board Secretary
- Other staff, as assigned

V. QUALIFICATIONS

- Undergraduate and/or graduate training in school business administration
- Experience in administration and/or supervision preferred
- Must hold or be eligible for New Jersey School Business Administrator's certificate
- Such other qualifications of academic, professional and personal excellence as the Edison Township Board of Education may specify

VI. MAJOR DUTIES AND RESPONSIBILITIES

- Direct the maintenance of and/or maintain all official records of the Board of Education as prescribed in Title 18A, New Jersey Statutes Annotated
- Serve as school district purchasing agent and direct the purchase/bidding process for all supplies/materials/equipment/services purchased by the Board of Education
- Direct the development/implementation of all fiscal accounts and accounting records of the school district
- Direct the payroll department and the implementation/maintenance of all payroll-related procedures and records
- Direct the preparation of all fiscal reports as per local, state and federal requirements
- Direct the implementation of fiscal procedures and/or control to ensure compliance with budget appropriations
- Direct and supervise the maintenance of liability, property and student insurance programs
- Direct data processing program for the school district
- Direct the preparation of documents relative to the annual budget, school bonds and state/federal funding programs
- Determine annual and long-term budget needs for all areas of responsibility
- Prepare performance reports for all personnel who reports directly to the Business Administrator/Board Secretary
- 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

