



RANDOLPH TOWNSHIP SCHOOLS JOB DESCRIPTION

TITLE: Assistant Business Administrator/Assistant Board Secretary
REPORTS TO: School Business Administrator
QUALIFICATIONS:

1. New Jersey School Business Administrator certification
2. Microsoft Office (Excel, Word, Outlook, Teams)
3. Familiarity with on-line accounting systems
4. Strong general ledger, accounts payable, accounts receivable, payroll, income tax and banking working knowledge
5. Familiarity with NJDOE reporting
6. Excellent communication skills
7. Proven supervisory skills
8. Strong managerial abilities
9. Compliance with all statutory regulations and district requirements for securing public school employment is required.
10. Such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

GENERAL DESCRIPTION:

Assists in the efficient administration of the Randolph Township School District business accounting group providing information, primarily financial in nature, about all district activities that will assist the Business Administrator, Superintendent, Board of Education, and all other administrators in making educated financial decisions.

ESSENTIAL JOB FUNCTIONS:

1. Directs the activities of the business accounting group for the accurate and timely dissemination of financial management reports including, but not limited to, internal and external monthly financial statements, and annual audits and annual budgets.
2. Oversees the account activities of the enterprise funds (Food Services and Community School) for the complete integration of all enterprise fund accounting issues and services including accurate and timely enterprise fund financial statements production, and billing and account statement production.
3. Supervises members of the disbursement and business accounting groups as needed.
4. Manages the activities of the disbursement group, ensuring the accurate and timely processing of accounts payable, purchase orders, petty cash, mileage reimbursement reports, cash control, core payroll processing and total payroll tax compliance.
5. Reviews the activities of the accounts receivable group to ensure the accurate and timely management of all A/R aging components including billings, cash receipts application.
6. Assures tax compliance to assure the accurate and timely completion of all tax forms taking full advantage of all favorable tax codes.
7. Establishes and maintains systems and controls which verify the integrity of all systems, processes and data.
8. Responds to the Business Administrator as assigned with accurate and timely work to facilitate his financial needs.
9. Participates in a wide variety of special projects and compile a variety of special reports.
10. Communicates with co-workers and others in a courteous and professional manner.

11. Conforms with and abide by all GAAP, FASB, and NJ DOE guidelines and standards and regulations, policies, work procedures, and instructions.
12. Attends FFT committee and Board of Education meetings and assists in preparation of minutes.
13. Performs such other tasks and assume such other responsibilities as assigned by the School Business Administrator.

WORK YEAR: Twelve-month employee
BARGAINING UNIT: Non-affiliated
DATE APPROVED: May 19, 2015
DATE REVISED: March 22, 2022
APPROVED BY: Board of Education

