

CUMBERLAND REGIONAL SCHOOL DISTRICT**JOB DESCRIPTION****ACCOUNTING ASSISTANT TO SCHOOL BUSINESS ADMINISTRATOR****JOB GOAL**

Under the direction of the School Business Administrator, performs the routine accounting work involved in preparing financial statements and in maintaining Business Office systems.

QUALIFICATIONS

1. Bachelor's Degree from an accredited college or university.
2. One-two years' experience in the accounting field preferred.
3. Have a working knowledge of GAAP accounting, Internal Revenue Codes, and New Jersey rules and regulations governing school districts.
4. Such alternatives to the above qualifications may be determined appropriate and acceptable by the Board of Education.
5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.

DUTIES/RESPONSIBILITIES

1. Assumes proper recording of receipts and expenditures in all funds for the district.
2. Prepare information and review all bank account reconciliations.
3. Assists in the duties, responsibilities and oversight of Shared Business Services.
4. Assists in creation of Board Committee proposed motions and/or resolutions and is SBA's Board and Committee designee.
5. Periodically reviews student activities accounts and food service accounts for accuracy.
6. Prepares monthly closing entries and financial statements for all school funds with School Business Administrator oversight.
7. Maintain, reconcile and submit all grant reimbursements and oversees grant expenditures for compliance.
8. Prepares and distributes monthly budget reports.
9. Maintains general fixed asset account group.
10. Performs periodic internal audit tasks on all funds.
11. Prepare monthly, quarterly and annual SEMI cost reports.
12. Process debt service and lease purchase payments.
13. Is responsible for ensuring that the district complies with all record retention requirements, ensuring a proper audit trail.
14. Assist the Business Administrator with budget preparation and development including compilation of negotiated contract year salaries, benefit options and data supplied by the district departments based on past expenditures and income.
15. Assists in year-end close of accounting system.
16. Assists in the preparation of the ACFR, and performs routine work involved in preparing for the annual audit.
17. Assist the Business Administrator with the review and coordination of purchasing processes

including the purchase of equipment, materials, and supplies on a large scale utilizing the appropriate quotation process, State and Cooperative contracts, or purchasing specifications in accordance with prescribed laws, rules, regulations, standards, policies, and procedures.

18. Maintain and oversee contracts for specifications, compliance and required documentation.
19. Collects and analyzes data needed as a basis for administrative decisions in addition to performing general administrative clerical and related work.
20. Other duties assigned by the Superintendent of Schools and the School Business Administrator.

ESSENTIAL SKILLS/ABILITIES

1. Detail-oriented and professional.
2. Proficiency with related technology resources including accounting and payroll software.
3. Ability to work independently and reliably.
4. Ability to organize and prioritize tasks.
5. Regular attendance.
6. Prolonged periods sitting at a desk and working on a computer.
7. Must be able to lift up to 15 pounds at a time.

REPORTS TO

School Business Administrator.

TERMS OF EMPLOYMENT

Twelve month contract. Salary to be determined by the Board of Education.

EVALUATION

Performance will be evaluated by the School Business Administrator or designee in accordance with Board policies and procedures on the evaluation of professional staff.

*This job description is subject to change at any time.

APPROVED BY: **Cumberland Regional Board of Education**

DATED: **June 23, 2016**

DATED: **August 24, 2023**