

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

Under the direction of the School Business Administrator, ensures the proper recording, reporting, and compliance of the business office; does related work as required.

QUALIFICATIONS

1. Must possess Certificate of Eligibility for School Business Administrator.
2. Bachelors Degree from an accredited college or university.
3. Three-five years experience in accounting field.
4. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.
5. Such alternatives to the above qualifications as may be determined appropriate and acceptable by the Board of Education.

REPORTS TO

School Business Administrator.

PERFORMANCE RESPONSIBILITIES

1. Provides technical advice, assistance, and training to those charged with the keeping of financial records.
2. Reviews district financial transactions and records, and insures that statutes, regulations, and accounting procedures are followed.
3. Assigns and supervises the work of office staff.
4. Assists in designing, revising and installing accounting systems.
5. Oversees procurement process, quote and bidding process.
6. Prepares detailed accounting reports containing findings, conclusions and recommendations.
7. Assists the School Business Administrator/Board Secretary in preparing and implementing the school budget.
8. Prepares and analyzes all financial statements.
9. Maintains a continuous internal auditing program for all funds.
10. Prepares reports to the proper staff officials concerning the status of their budgetary accounts to guard against the overspending of any budgeted account.
11. Reviews all special revenue project reports for compliance and accuracy.
12. Tracks daily investment accounts and makes recommendations for investment of monies.
13. Recommends new accounting procedures as desirable and necessary.
14. Assists the School Business Administrator in the projection of revenue and expenditures, preparation of prospectus for bond sales, management of short-term investment portfolio and the like.
15. Is responsible for year-end close-out and preparing the financial statements and supporting schedules for the auditors.
16. Other duties assigned by the Superintendent of Schools and the School Business Administrator.

TERMS OF EMPLOYMENT

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

EVALUATION

Performance will be evaluated in accordance with Board policies and procedures on the evaluation of professional staff.

ESSENTIAL SKILLS/ABILITIES

1. A thorough understanding of the generally accepted accounting principles established by the Governmental Accounting Standards Board, school budget preparation and internal control systems.
2. Demonstrated success with personnel management, school finance and strategic planning.
3. Strong supervisory and leadership skills.
4. Excellent verbal and written communication skills.
5. Excellent interpersonal skills with the proven ability to maintain professionalism and tact in high-stress situations.
6. Excellent organizational skills and attention to detail.
7. Creative analytical and problem-solving skills.
8. Knowledge of computer and software programs.
9. Regular attendance.
10. Prolonged periods sitting at a desk and working on a computer.
11. Ability to traverse school facilities and grounds.

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

APPROVED BY: **Cumberland Regional Board of Education**
DATED: **August 24, 2023**