

UNION COUNTY EDUCATIONAL SERVICES COMMISSION
45 Cardinal Drive
Westfield, New Jersey 07090

JOB DESCRIPTION

Title: Assistant Business Administrator

Reports to: Business Administrator/Board Secretary (CFO)

Terms of Employment: Full-time, 12 months

Scope of Position:

Qualifications:

1. Bachelor's or master's degree in finance, business, and /or accounting or related field.
2. Certified Public Accountant preferred.
3. Possession of a School Business Administrators Certificate or Certificate of Eligibility.
4. Five years in a financial institution or school district, two years of which in a senior/executive level position.
5. Ability to communicate effectively orally and in writing.
6. Ability to relate to a wide variety of people and to observe, listen and provide leadership which results in the best possible financial management atmosphere.
7. A working knowledge of GAAP accounting procedures for school systems preferred.
8. Demonstrated experience in Excel spreadsheets, Google Suite, Word Processing and financial accounting software.
9. Ability to multitask effectively and not be easily overwhelmed by a fast-paced environment.
10. Must be detail-oriented, organized, analytical, think critically, work independently, and have the ability to identify and solve problems.
11. Ability to work well with other staff members and administration.
12. Must strictly adhere to maintaining and securing confidential information.
13. Skilled in financial analysis.

Responsibilities:

1. Assist with the overall leadership and direction of UCESC with the Business Administrator/ Board Secretary (CFO).
2. Develop goals and objectives with the business department.
3. Administer the annual budget including coordinating the periodic revisions.
4. Direct budget management, including coordinating, preparation, and fiscal monitoring.
5. Direct the reporting of financial services data to all appropriate users.
6. Monitor revenues, expenditures and encumbrances for all funds.
7. Encourage and facilitate communication among departments, and schools.
8. Assist all departments and schools with business functions, including billing, accounts payable, payroll and bidding.
9. Understand and coordinate the roles and responsibilities of all aspects of the business department and ensure necessary tasks are delegated and completed in an appropriate and timely manner.
10. Represent the Business Administrator at designated meetings.
11. Development of bid specifications as needed.
12. Assist in Management of Accounting and Non-Public Grants, including: Allocations, Draw-Downs, Billings, Refunds and Carry-over.
13. Assist in the preparation of Federal, State, County, and district reports.
14. Complete reports to participating districts in such areas as 192/193, non-public nursing, textbook and technology services, IDEA and ESSA.
15. Manage the Food Service program.
16. Assist in preparation for the annual audit.
17. Assist other members of Central Office staff as time and priorities allow.
18. Communicate in a professional, warm and friendly manner with the public, colleagues, administrators and all other employees.
19. Assist with facilities management.
20. Perform other duties as assigned by the Business Administrator (CFO) and/or the Superintendent (CEO).