

**PROFESSIONAL STAFF POSITION**

**TITLE:** Assistant School Business Administrator/Board Secretary

- QUALIFICATIONS:**
1. Valid New Jersey School Business Administrator Certificate of Eligibility
  2. A Bachelor's Degree from an accredited college or university with a major in business administration or a related field; Masters in Business Administration preferred.
  3. At least five (5) years experience in an accounting related field with experience in school finance either as a school board employee or school auditor (CPA preferred)
  4. Proficiency in the use of a computer system and software appropriate for accounting, word processing, database, spreadsheet and payroll.
  5. Knowledge of/experience in GAAP budgeting, GASB 34, insurance, policies, regulations and grant development.
  6. Required Criminal History background check and proof of U.S. citizenship or legal resident alien status.
  7. Demonstrated organizational, communication and interpersonal skills.
  8. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

**REPORTS TO:** School Business Administrator/Board Secretary

**JOB GOAL:** To coordinate the management of the bookkeeping, payroll and accounts payable departments and to assist the School Business Administrator/School Board Secretary in the performance of his/her duties.

**PERFORMANCE RESPONSIBILITIES:**

1. Assists the School Business Administrator/School Board Secretary in the budget preparation, administration, supervision, and control of the budget.
2. Prepares the monthly report of the School Business Administrator/School Board Secretary in accordance with state law and district procedures.
3. Expedites the annual audit by serving as liaison with the Board approved auditor and providing records as requested.
4. Assumes responsibility for finalizing records (closing the books) at the end of each school year in accordance with state and federal law and district procedures.
5. Ensures that the utilization of state and federal grants is completed in accordance with regulations and that appropriate financial records are maintained.
6. Assists the School Business Administrator/School Board Secretary in ensuring that district practices reflect appropriate regulations, guidelines, and procedures and all reports are filed.
7. Oversee the implementation of GAAP and GASB 34 in accordance with state and federal law and district procedures.
8. Supervises the accounting, payroll and accounts payable departments.
9. Acts as the School Business Administrator/School Board Secretary in his/her absence.
10. Assists the School Business Administrator/School Board Secretary in the performance of his/her duties as the Secretary to the Board of Education as needed.
11. Assists the School Business Administrator/School Board Secretary in the supervision of the investment of funds and the debt service program.
12. Assists the School Business Administrator with the RFP process for food services program.
13. Oversees the food service program.
14. Assists the School Business Administrator with the implementation of district-wide purchasing.
15. Assists the School Business Administrator with the Supervisor of the district's Transportation Program.

16. Attends various meetings concerning school finance, grants, GAAP accounting, and other topics to obtain current regulations, guidelines, and information, then shares information with appropriate personnel in the district.
17. Participates in staff development opportunities in accordance with district guidelines and resources to enhance job-related skills and knowledge.
18. Keeps continually aware and knowledge of the laws, rules and regulations of the State Department of Education and other governmental agencies pertaining to business policies, practices, and matters relating to the affairs of the Board of Education.
19. Demonstrates a willingness to assist and work cooperatively with colleagues.
20. Displays tact and courtesy when dealing with students, staff, residents, and others in person and by telephone in the performance of this position.

**TERMS OF EMPLOYMENT:** Confidential position. Twelve months. Contract terms and salary to be determined by the board.

**EVALUATION:** Performance of this job will be evaluated in accordance with the provisions of the Board's policy on Evaluation of Certificated Personnel.