

# MATAWAN-ABERDEEN REGIONAL SCHOOL DISTRICT

## JOB DESCRIPTION

### *ASSISTANT SCHOOL BUSINESS ADMINISTRATOR/ASSISTANT BOARD SECRETARY*

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

**JOB GOAL:** To assist the School Business Administrator/Board Secretary in the design, management and execution of the departmental objectives in accordance with legal and educational requirements.

#### **QUALIFICATIONS:**

1. Exhibit positive interpersonal skills to relate well with students, staff, administration, parents and the community.
2. Demonstrate excellent initiative, personal integrity and business ethics.
3. Ability to work independently following the established district and department goals.
4. Have a Bachelor's degree in Accounting, Financing or related field. Advanced degrees such as MBA, MPA or CPA are preferred.
5. Have a Certificate of Eligibility, Provisional or Standard Certificate in place, prior to commencement of employment, to the extent legally required, as issued by the State Board of Examiners for the title of School Leader – School Business Administrator as defined under N.J.A.C. 6A:9B-12.7, Standard preferred.
6. Have public school auditing experience, three (3) years preferred.
7. Have public school operations experience, two (2) years preferred.
8. Have experience in financial reporting/compliance with G.A.A.P.
9. Have organizational, interpersonal and communication skills.
10. Communicates effectively in English both orally and in writing.
11. Hold a valid driver's license with no serious violations.
12. Proficient in financial software, electronic equipment for word processing, data management, information retrieval, visual presentations, and telecommunications.
13. Provide evidence that health is adequate to fulfill job functions and responsibilities with reasonable accommodation pursuant to 42 U.S.C. 12101 and

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in accordance with N.J.A.C. 6:3-4A.4.

14. Provide evidence that a criminal record history check has been conducted and clearance has been given by the Department of Education.
15. Provide proof of all required medical examinations consistent with a public school employee.
16. Provide proof of U.S. citizenship or legal resident alien status by completing Federal Form I-9 in compliance with the Immigration Reform and Control Act of 1986.
17. Meet such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

#### **PERFORMANCE RESPONSIBILITIES:**

1. Promote a culture of professionalism, pride and integrity through clearly communicated expectations, fair and consistent measures of accountability, and mutually respectful interactions with school community.
2. Act in the capacity of Acting School Business Administrator / Board Secretary during his/her absence.
3. Continue to grow professionally through collaboration with colleagues and professional growth experiences.
4. Develop best practices for office responsibilities with the goal of professional growth of the Business Office team.
5. Support school Administration, Financial, Food Services, Facilities, Technology and/or Transportation operations of the district as needed.
6. Support and maintain accurate district policy, regulations and standard operating procedures.
7. Design and implement effective internal controls along with necessary training and oversight.
8. Research questions relating to the business and financial affairs of the district.

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9. Attend required staff meetings and serve, as appropriate, on staff committees.
10. Design and manage all operations relating to federal, state and local grants.
11. Prepare historical cost analysis and projections for budget on specific expenditures, i.e. utilities, tuition, and other costs.
12. Assist in the preparation of all compliance reports, including but not limited to the district's Comprehensive Annual Financial Report, IRS reporting (1099, W2, etc.), NJDOE reporting.
13. Design and manage all monthly bank account reconciliations in conjunction with the Treasurer of School Money.
14. Oversee selected administrative tasks of business operations areas.
15. Assist with supervision of the financial affairs of the schools including independent special projects as assigned.
16. Manage the student activity account process, including but not limited to verifying reconciliations, conducting audits, establish procedures and perform final reconciliations.
17. Manage the surplus inventory process, including but not limited to inventory management, fixed assets, surplus auctions and disposition of property.
18. Process unemployment claim requests.
19. Assist the principals with purchasing procedures, including but not limited to cooperatives, State contracts, bidding and quote thresholds, and respective procedures.
20. Assist in the development of the district's annual budget.
21. Assist in the management of the district's purchasing process.
22. Manage accounts payable.
23. Verify payroll bank transfers and post payroll distribution reports.
24. Manage Trust & Agency.

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- 25. Manage records retention.
- 26. Protect confidentiality of records and information gained as part of exercising professional duties and use discretion in sharing such information within legal confines.
- 27. Adhere to New Jersey school law, State Board of Education rules and regulations, Board of Education policies and regulations, school regulations and procedures, and contractual obligations.
- 28. Perform any duties that are within the scope of employment and certifications, as assigned and not otherwise prohibited by law or regulation.

**TERMS OF**

**EMPLOYMENT:** Twelve-month position. Salary, benefits and work schedule to be established by the Board of Education. Confidential position, unaffiliated with any bargaining unit.

**EVALUATION:** Performance in this position will be evaluated in accordance with provisions of the Board’s policy and to be conducted by the School Business Administrator.

DATE ADOPTED BY BOARD: January 28, 2019

AGREED TO BY INCUMBENT: \_\_\_\_\_  
Signature

\_\_\_\_\_  
Print

\_\_\_\_\_  
Date