

MATAWAN-ABERDEEN REGIONAL SCHOOL DISTRICT
SCHOOL BUSINESS ADMINISTRATOR/BOARD SECRETARY

QUALIFICATIONS:

1. School Business Administrator's Certification required.
2. Master's Degree desired; Bachelor's Degree (major in Economics, Business Administration, Finance, or Accounting preferred) required.
3. Minimum of two years school business experience.
4. Minimum of three years administrative experience; five years or more desirable.
5. Computer experience and/or accounting/audit experience desirable.
6. Demonstrated knowledge, skills, and abilities in communication.
7. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

PRIMARY FUNCTION:

School Business Administrator:

To assist the Superintendent thoroughly and efficiently in the task of providing leadership in developing achieving, maintaining the best possible educational programs and services by planning, coordinating and supervising the operations of the business practices of the school district. To supervise and administer all business services, such as finance, risk management, purchasing, transportation, food services, and information management.

Board Secretary:

To perform those duties as prescribed by law as Board Secretary.

SUPERVISES:

District staff assigned by the Superintendent

REPORTS TO:

Superintendent of Schools

TERMS OF EMPLOYMENT:

Twelve month year; salary as established by the Board of Education.

EVALUATION:

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

MATAWAN-ABERDEEN REGIONAL SCHOOL DISTRICT
SCHOOL BUSINESS ADMINISTRATOR/BOARD SECRETARY

PRIMARY/PERFORMANCE RESPONSIBILITIES:

School Business Administrator:

1. Maintains close contact with all departments and schools in planning and anticipating business needs of the school system.
2. Develops budget guidelines; coordinate and supervise preparation of the budget; assist key administrators in review of the budget.
3. Supervises the overall activities relating to the transporting of all students within the district for their instructional and extra-curricular functions, including job performance of Director of Transportation.
4. Supervises the overall activities relating to the operation of an effective food services program including the job performance of the Food Services Director.
5. Supervises the overall activities relating to the operation of the district Administrative Technology operations including the job performance of the Director of Management Information systems.
6. Supervises the overall activities relating to the operation of an effective purchasing program.
7. Assures compliance with the public School Contracts Law in the supervision of the Purchasing Program of the district; and, act as the school district's Public Agency Compliance Officer to ensure Affirmative Action compliance in the awarding of contracts for the procurement of goods and services.
8. Keeps continually aware and knowledgeable of the laws, rules and regulations of the State Department of Education and other governmental agencies pertaining to business policies and practices and matters relating to the affairs of the Board of Education in order to ensure compliance.
9. Attends relevant workshops and conferences in order to remain current and knowledgeable as time and resources may permit.
10. Arranges for publication and distribution of budgets as approved by the Superintendent and the Board.
11. Provides assistance to all schools and program areas in regard to budget allocation matters.
12. Works with community organizations and citizens in interpretation of the financial needs and impact on the school system by providing program and financial data and analyses, through personal appearance, if appropriate and/or needed.

MATAWAN-ABERDEEN REGIONAL SCHOOL DISTRICT

SCHOOL BUSINESS ADMINISTRATOR/BOARD SECRETARY

13. Supervises the overall activities relating to the Business Office, including the job performance of all Business office staff.
14. Coordinates with Chief Accountant in working with the auditors hired by the Board by supplying all required information in a timely and professional manner.
15. Maintains computerized inventory of all district equipment.
16. Supervises and effectuate a follow-up system on all orders and vouchers, particularly as the end of the fiscal year approaches.
17. Prepares the monthly financial statements and supervise the preparation of the monthly list of bills and claims against the Board.
18. Supervises and effectuate the preparation and maintenance of accurate worksheets on appropriations and disbursements for the school district's budget, as well as state and federally funded programs.
19. Supervises and effectuate the record keeping in the subsidiary accounts and the preparation of the monthly reports to verify accuracy and distribution of these reports on a timely basis.
20. Reviews quarterly payroll reports and annual W-2's.
21. Supervises and effectuate the investments of funds and the debt service program.
22. Reviews and approve all vouchers for payment.
23. Reviews and make recommendations on all budgetary requests from building or program administrators.
24. Supervises and effectuate the overall activities relating to the operation of an effective Employee Benefits/Payroll program.
25. Supervises the overall activities relating to the operation of an effective Accounts Payable program.
26. Acts as an advisor to the Superintendent on all questions relating to the business affairs of the district.
27. Provides the Superintendent with information concerning the revenues and expenditures of school monies.
28. Coordinates the presentation of, justification for, and preparation of additional analyses required to understand the budget proposal to the Superintendent for action by the Board.

MATAWAN-ABERDEEN REGIONAL SCHOOL DISTRICT
SCHOOL BUSINESS ADMINISTRATOR/BOARD SECRETARY

29. Assists in the execution of the enacted budget as approved by the Superintendent and the Board, including the recommendation and implementation of administrative controls wherever required.
30. Prepares budgetary analyses (e.g. budget requests, program proposals, etc.) as required.
31. Supervises and effectuate the preparation and process transfers of budgetary allocations as needed and required, according to statute and regulation.
32. Supervises and effectuate the preparation of certain reports as authorized by New Jersey Law Title 18A and the New Jersey Administrative Code Title 6 and ensure their timely submission to appropriate authorities so as to achieve compliance.
33. Supervises the job performance of the Supervisor of Operations and Maintenance.
34. Carries out other such duties as may be assigned by the Superintendent and/or designee.

Board Secretary:

1. Gives public notice and attend all meetings of the Board of Education as ex-officio member, including special meetings, executive meetings and in-service activities of the Board that must be coordinated.
2. Keeps full and accurate minutes of all meetings of the Board and send a copy of such minutes to each member of the Board and other persons, offices, agencies, etc., in accordance with Board policy.
3. Assists in the preparation of agendas, setting forth all known items of business to be considered at Board meetings and have agendas delivered to Board members prior to the meeting whenever possible.
4. Publishes all legal notices concerning district business.
5. Reports the total appropriations and expenditures of Board funds; prepare public and legal bid notices of the same and ensure the timely payment of all vouchers.
6. Serves as custodian of all securities; documents, title papers, books of records and other papers belonging to the Board; collect tuition fees and other monies due to the Board.
7. Coordinates and performs all functions related to annual and special elections and budget votes and other referenda.
8. Ensures Board compliance with all by-laws of the Board and pertinent statues, regulations, and policies.

MATAWAN-ABERDEEN REGIONAL SCHOOL DISTRICT
SCHOOL BUSINESS ADMINISTRATOR/BOARD SECRETARY

- 9. Supervises the overall activities relating to the operation of an effective insurance program.
- 10. Carries out such other duties as may be assigned by the Superintendent and/or designee.

DATE ADOPTED BY BOARD: _____

AGREED TO BY INCUMBENT: _____ DATE: _____

(Signature)

(Print Name)