



KINGSWAY REGIONAL SCHOOL DISTRICT JOB DESCRIPTION

School Business Administrator/Board Secretary

(Approved 12/18/2008, Rev. 04/28/2016)

Qualifications:

1. MA degree in business or equivalent;
2. Business Administrator's certificate;
3. Experience in bookkeeping, accounting and finance;
4. Familiarity with New Jersey school district's procedures and reports required.

Reports To:

Superintendent of Schools

Supervises:

All assigned staff

Job Goal:

To administer the business affairs of the district in such a way as to provide the best possible educational services with the financial resources available. Goals are for both Kingsway Regional and South Harrison School District.

Performance Responsibilities:

1. Assist in the planning and the preparation of the annual budget as well as long term planning in terms of community resources and needs.
2. Purchase all materials and supplies in accordance with law and school board policies.
3. Supervise the administration of the employee benefits program.
4. Handle business aspects of contracted transportation services.
5. Maintain the accounting system necessary to provide the Board of Education and administrators with accurate financial reports, including those delegated by statute to the secretary.
6. Operate the district's insurance program.
7. Supervise the preparation of the payroll and related reports.
8. Handle all revenues to insure maximum income receipts from investments.
9. Responsible for the supervision of maintenance and the operation of facilities.
10. Perform other related duties assigned by the Superintendent.
11. Supervise Technology coordinator and District Technology needs.
12. Attends and participating in all Board meetings.
13. Administering contracted transportation services and reports.
14. Supervise the food service department with required reports and maintaining an acceptable level of service for all participants.
15. Processing annual board election procedures and recording results of any annual or special school elections.
16. Perform all other responsibilities and duties as may be assigned by the Superintendent of Schools and/or his/her designees.

Employment conditions:

Contract year:

July 1 to June 30

Job Family

Executive Administrator

Pay Grade/Compensation Structure:

G02



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Evaluation:
Job Code:

In accordance with Board policy
0112