SOUTH BERGEN JOINTURE COMMISSION
JOB DESCRIPTION

TITLE: **ADMINISTRATIVE ASSISTANT TO THE BUSINESS ADMINISTRATOR**

QUALIFICATIONS:

1. High School Diploma, Bachelor Degree preferred.
2. Experience or training in typing, data entry on computer, word processing and the use of office equipment.
3. Experience in Microsoft Word, Excel and QuickBooks.
4. Experience in office protocol; including telephone communication, written communication, file maintenance, timely submission of required documents.
5. Bilingual preferred.
6. The Board of Education reserves the right to waive any of the above requirements.

REPORTS TO: School Business Administrator

PERFORMANCE RESPONSIBILITIES:

1. All invoicing pertaining to transportation, tuition, outreach, occupational and physical therapy. Shall assist in the compilation and mailing of all monthly billing to participating districts.
2. For tuition, maintains the individual student billing files to include new enrollments, changes and deletions, and reconciles the total dollar amount of individual tuitions to the student log.
3. Processes and maintains tuition contracts for all students.
4. Processes all correspondence at the direction of the School Business Administrator.
5. Contracts Services Agreements; processes and maintains the formal contracts for participant districts receiving jointure services including outreach, home programming, occupational and physical therapy and child study team services, etc.
6. Maintenance of the accounts receivable system. Posting of all billing, cash receipts and adjustments, and the maintenance of outstanding balances, generate monthly reports for review. Reviews collections of outstanding balances.
7. Prepares monthly Board Agenda folders for Board of Education meeting.
8. Alternate to attend and record Board Meeting in absence of Business Administrator.
9. Completes minutes for monthly Board of Education meetings, including the issuance of all required correspondence.
10. Maintains Minute Book.
11. Lunch and Breakfast Program – Determining Official. Processes all lunch forms for free and reduced lunch and breakfast. Keeps updated log sheets and distributes to all involved.

12. Communicates with and contacts all vendors related to facility upkeep and project.
13. All other duties and responsibilities as assigned by the School Business Administrator and/or Superintendent.

TERMS OF EMPLOYMENT:

Twelve (12) month position
Vacation: ten (10) days
Holidays: as scheduled on the 12 month calendar
Salary to be established by the Board
Other terms as specified in the professional's contract

EVALUATION:

Performance of this job will be evaluated in accordance with the provisions of the Board's policy on evaluation of Administrative, Support Services, Certificated or Non- Certificated Personnel

ADOPTED BY THE BOARD OF EDUCATION:

Michael Kuchar, Ph.D.
Superintendent