

**WALL TOWNSHIP PUBLIC SCHOOLS  
CENTRAL OFFICE**

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**TITLE:** **BUSINESS SERVICES COORDINATOR**

**REPORTS TO:** School Business Administrator

**QUALIFICATIONS:**

1. Bachelor's Degree preferred.
2. Business, accounting and/or purchasing experience.
3. Ability to manage multiple projects.
4. Excellent communication skills with staff members, public, and other professionals.

**JOB GOAL:** Assist the Business Administrator in administering selected business functions.

**PERFORMANCE  
RESPONSIBILITIES:**

1. Assist in the preparation and administration of the Annual School Budget.
2. Assist Business Administrator with district purchasing program; including quotes, bids, state contracts and cooperative purchasing.
3. Assist Business Administrator; maintain and coordinate medical benefits; including surveys, cobra, employee deductions, monthly billing and employee database.
4. Assist Business Administrator with coordination of student transportation; including quotes, bids, jointures, contracts and regulatory compliance.
5. Assist Business Administrator with managing tuition accounts including budgeting, billing and attendance.
6. Assist Business Administrator with preparation and submission the Application for State School Aid Report.
7. Assist Business Administrator with facility usage by outside groups.
8. Assist Business Administrator with maintaining enterprise accounts.
9. Assist the Records Custodian with OPRA compliance.
10. Assist the Business Administrator with Grant Programs; including application, awards, accounting and monetary compliance.
11. Any other business related duties as assigned by the Business Administrator.

**TERMS OF**

**EMPLOYMENT:** Contract is for twelve months, with conditions set by the Board of Education.

**APPROVED:** July 1, 2004

**REVISION APPROVED:** April 16, 2013

**REVISION APPROVED:** May 14, 2013