

JOB DESCRIPTION

READINGTON TOWNSHIP BOARD OF EDUCATION

SCHOOL BOARD/BUSINESS OFFICE
1323 Assistant to the School Business Administrator/
Board Secretary

JOB TITLE: Assistant to the School Business Administrator/Board Secretary

REPORTS TO: Business Administrator/Board Secretary

NATURE AND SCOPE OF JOB:

Serves as an assistant to the Business Administrator/Board Secretary in carrying out the noneducational functions of the school district.

QUALIFICATIONS:

1. Bachelor's degree from an accredited college or university in business management, accounting or related field preferred.
2. Minimum of two years business office, auditing, or accounting experience required.
3. Understanding of the principles and practices of financial accounting and reporting procedures consistent with statute, code and GAAP requirements.
4. Knowledge of accepted business practices, laws and regulations governing school districts related to budget preparation and administration, risk management, purchasing, transportation, food services, school plant operations and facility planning, or is willing to study and attend training to gain this knowledge.
5. Hold a valid driver's license with no serious violation.
6. Proficiency in the use of computer systems and software essential to the operation of the business office such as accounting, database, word processing, spreadsheet and payroll and human resources applications.
7. Excellent human relations skills with the ability to interact with other personnel to accomplish complicated tasks, and to exercise sound judgment and perform with a high degree of accuracy and efficiency.
8. Such alternatives to the above qualifications as the Board of Education may find appropriate and acceptable.

9. Satisfactory completion of criminal history background check and a complete physical examination as well as proof of U.S. citizenship or legal resident alien status.

VERIFICATION OF COMPETENCY:

1. District application.
2. Required documentation as outlined above.
3. Letters of reference from former employers or other professional sources.
4. Employment interview.

EMPLOYMENT TERMS:

The Assistant to the Business Administrator/Board Secretary shall be employed under the following terms:

1. Work twelve months.
2. Salary, benefits, leave time, and conditions specified per the Board of Education for nonaligned administrators.
3. Conditions established by laws and codes of the state, and policies, rules, and regulations established by the Board of Education (N.J.S.A. 18A:27-4 et seq.).

JOB FUNCTIONS AND RESPONSIBILITIES:

- a. Assists in the completion of fiscal activities of the business office. Assists with the day-to-day procedural problems encountered by business office staff.
- b. Prepares the monthly Board Secretary's and Treasurer's Reports and other financial reports for the School Business Administrators review, as required by state and/or federal regulations and statutes as directed by the School Business Administrator.
- c. Ensures that all bank accounts are reconciled on a monthly basis, along with applicable supporting documents, and performs all financial reconciliations and cash flow analysis. Provide to Business Administrator for review and evaluation.
- d. Work collaboratively with the Accounts Payable Specialist and Purchasing Clerk to ensure all district purchasing is compliant with the Public School Contracts Law and any other state and/or federal statutes or regulations. Works with the Business Administrator to develop bid specifications for the purchase of supplies, materials and services, as necessary.
- e. Prepares reimbursement requests and fiscal compliance reporting for grant awards from federal, state and/or local agencies, as assigned. Submits reports to Business Administrator for review prior to submission.

- f. Work in partnership with the Accounts Payable Specialist and Coordinator of Information Technology to keep up-to-date inventory of all school district property in compliance with GASB34, including appropriate labeling of inventory.
- g. Ensures all financial data and related district reports are ready and available for the annual school district audit.
- h. Assists in the completion of annual school district reports, such as QSAC, as needed.
- i. Reviews the status of all budget accounts, including payroll, on a regular basis to ensure that no over-expenditures have taken place and that adequate funds are available to meet the needs of the district for the balance of the school year. Reports any anticipated over-expenditures to the School Business Administrator.
- j. Prepares all debt service activity and payments for processing, providing appropriate reports as needed, to the Business Administrator for review.
- k. Helps the Accounts Payable Specialist and Coordinator of Information Technology with any outstanding billing and receipt of monies due.
- l. Prepares Child Nutrition program application, direct certification, monthly Bureau of Child Nutrition reimbursement vouchers, free and reduced lunch applications from parents, Child Nutrition state and federal lunch eligibility verification and any other pertinent tasks as assigned by the Business Administrator. Works with the Food Service Management Company on point of service for meals.
- m. Reviews and proofs agendas and minutes for all meetings of the Board of Education.
- n. Performs such other tasks and assumes such other responsibilities as may be assigned by the School Business Administrator.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job.

Unless reasonable accommodations can be made, while performing this job the staff member shall:

- a. Use strength to lift items needed to perform the functions of the job.
- b. Sit, stand and walk for required periods of time.
- c. Speak and hear.
- d. Use close vision, color vision, peripheral vision and depth perception along with the ability to focus vision.

- e. Communicate effectively in English, using proper grammar and vocabulary. American Sign Language or Braille may also be considered as acceptable forms of communication.
- f. Reach with hands and arms and use hands and fingers to handle objects and operate tools, computers, and/or controls.

ENVIRONMENTAL DEMANDS:

The environmental demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive.

1. Exposure to a variety of childhood and adult diseases and illnesses.
2. Occasional exposure to a variety of weather conditions.
3. Exposure to heated/air conditioned and ventilated facilities.
4. Exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment.
5. Function in a workplace that is usually moderately quiet but that can be noisy at times.

EVALUATION:

The School Business Administrator shall evaluate the Assistant to the School Business Administrator/Board Secretary in accordance with this Job Description, New Jersey Statutes and Administrative Codes, and such other criteria as established by the Board of Education.

Adopted: 27 April 2021