

# **JOB DESCRIPTION**

## **PATERSON BOARD OF EDUCATION**

**PERSONNEL**

**4536 - Business Office Coordinator**

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**JOB TITLE: BUSINESS OFFICE COORDINATOR**

**REPORTS TO:** School Business Administrator or Designee

### **NATURE AND SCOPE OF JOB:**

The primary function of the Business Office Coordinator is to track the district's budget submissions from schools and operating units to the State of NJ according to established NJ DOE Guidelines. The position also helps to ensure the Business Office operations run smoothly by filling in and supporting Business Office operations on an as needed basis.

### **QUALIFICATIONS:**

The Business Office Coordinator shall:

1. Hold a Bachelor's degree in an appropriate field from an accredited college or university. Related experiences may be substituted to meet the Bachelor's degree requirement.
2. Have at least five (5) years of business administrative experience.
3. Have experience in school district operations.
4. Hold and maintain a valid driver's license with no serious violations.
5. Have excellent integrity and demonstrate good moral character and initiative.
6. Exhibit a personality that demonstrates interpersonal skills to relate well with students, staff, administration, parents and the community.
7. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.
8. Provide proof of U. S. citizenship or legal resident alien status by completing Federal Form I-9 in compliance with the Immigration Reform and Control Act of 1986.
9. Provide evidence that a criminal record history check has been conducted and clearance has been given by the Department of Education. During the initial six month period provide a sworn statement that the individual has not been convicted of a crime or a disorderly persons offense in accordance with 18A:6-7.1.

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10. Provide evidence that health is adequate to fulfill the job functions and responsibilities, with reasonable accommodation pursuant to 42 U.S.C. 12101 and in accordance with N.J.A.C. 6:3-4A.4.
11. Pass the state required Mantoux Intradermal Tuberculin Test as required by N.J.A.C. 6:3-4A.4.
12. Meet such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

### **VERIFICATION OF COMPETENCY:**

1. District application and resume.
2. Official college transcripts.
3. A minimum of three letters of reference from former employers, teachers, other professional sources.
4. Employment interview.

### **EMPLOYMENT TERMS:**

The Business Office Coordinator shall be employed under the following terms:

1. Work year of twelve months.
2. Salary, benefits, leave time and conditions as negotiated.
3. Conditions established by all laws and codes of the State, and all policies, rules, and regulations established by the Board of Education (N.J.S.A. 18A:27-4 et. seq.).

### **JOB FUNCTIONS AND RESPONSIBILITIES:**

The Business Office Coordinator shall:

1. Maintain internal tracking of all school and operating units budget submissions.
2. Work with associates on budget development.
3. Assist with development of grant budgets to ensure compliance with district objectives.
4. Interact with district and school administrators regarding status of their budget and Budget Transfer Requests.
5. Interact with payroll and accounting departments to ensure salary payments for payments for goods and services are accounted for in the proper GAAP accounts.

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6. Provide data and information reports as requested by administrators and overseen by Business Office managers.
7. Provide back-up duties for the School Business Administrator's Confidential Secretary as needed in everyday operations and to fill-in for time-off requests.
8. Provide back-up role as processor of PTFs through the Business Office operations.
9. Display the highest ethical and professional behavior in working with students, parents, school personnel, and outside agencies associated with the school.
10. Serve as a role model for students and staff in demonstrating positive attitudes, appropriate attire and grooming, and an effective work ethic.
11. Participate in appropriate in-service and workshop programs and attend any required meetings. Continue professional education through reading, in-service and workshop programs; attend any required meetings.
12. Use computers and/or electronic equipment to fulfill job functions.
13. Protect confidentiality of records and information about staff, and use discretion when sharing any such information within legal confines.
14. Adhere to federal statutes and regulations, New Jersey school law, construction codes, State Board of Education rules and regulations, Board of Education policies and procedures, and contractual obligations.
15. Perform any duties and responsibilities that are within the scope of employment, as assigned by their supervisor, and not otherwise prohibited by law or regulation.

### 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:

1. Use strength to lift items needed to perform the functions of the job.
2. Sit, stand and walk for required periods of time.
3. Speak and hear.

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4. Use close vision, color vision, peripheral vision and depth perception along with the ability to focus vision.
5. Communicate effectively in English, using proper grammar and vocabulary. American Sign Language or Braille may also be considered as acceptable forms of communication.
6. 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 Business Administrator or designee shall evaluate the Business Office Coordinator in accordance with Policy No. 4220, Regulation No. 4220, this Job Description, and such other criteria as shall be established by the Board of Education.

  
Approved

9/1/14  
Date