

# LACEY TOWNSHIP SCHOOL DISTRICT

## Assistant to the School Business Administrator

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### QUALIFICATIONS:

1. Understanding of the principles and practices of financial accounting and reporting procedures consistent with statute, code and GAAP requirements
2. Associate Degree; Bachelor Degree preferred
3. 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 and able to study and attend training to gain this knowledge
4. Minimum experience as determined by the board
5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status
6. Demonstrated organizational, communication and interpersonal skills

**REPORTS TO:** School Business Administrator/Board Secretary

**SUPERVISES:** Business Office Staff

**JOB GOAL:** To assist the School Business Administrator in managing the business affairs of the district efficiently and effectively to ensure that educational support services help to achieve the educational goals of the district with the available financial resources.

### PERFORMANCE RESPONSIBILITIES:

#### Budget and Finance

1. Assists the School Business Administrator/Board Secretary in the preparation of the annual school budget and helps with the administration of all phases of the budget throughout the year.
2. Assists in keeping accurate and detailed accounts of all financial transactions as prescribed by statute, administrative code and board policy.
3. Assists the School Business Administrator in auditing claims, invoices and demands against the board.
4. Assists the School Business Administrator in collecting tuition fees and other monies due to the board not payable directly to the treasurer of school monies.
5. Assists in procurement of supplies and equipment for the district in accordance with law and board policies.
6. Assists in administering the district's insurance/risk management program.
7. Assists in the oversight of the preparation of the district payroll and ensures proper

maintenance of records related to auditing requirements, tax laws, and employee benefits. Also assists with implementing hospitalization, major medical and other types of board-approved employee benefit plans.

8. Assists the School Business Administrator in keeping records of the investment of board funds in accordance with statute and board policy.

### Benefits

1. Performs related functions such as:
  - a. Act as a liaison for communication and problem solving of benefits/pension issues;
  - b. Assists with special projects as needed;
  - c. Review payroll data;
  - d. Functions as the first point of contact for benefit vendors and staff;
  - e. Prepares payroll and/or benefits reports.
2. Coordinates and assists with implementation of specific district benefit programs for:
  - a. Benefit-eligible employees. Consult, advise and act as a liaison to employees, insurance carriers and health care providers.
  - b. Assist with the annual Open Enrollment process and other special projects as needed.
3. Acts as a liaison to the district workers compensation provider.
4. Processes unemployment claims on a timely basis.
5. Maintains a high level of knowledge and skill regarding State and Federal laws and regulations governing employee benefits and how they pertain to benefit plans administration. Conducts new hire orientations, both group and individual, explaining options and benefit packages.

### Facilities and Operations

1. Assists the School Business Administrator in overseeing the operation and maintenance of school facilities and custodial, grounds and maintenance services. Helps to maintain required reports.
2. Assists the superintendent and the School Business Administrator in the implementation of the district's multi-year (3-5 years) comprehensive maintenance plan.
3. Assists in the efficient operation of the district's food services program; ensures that procedures are in accordance with law and regulations.
4. Assists in operation of the student transportation program.
5. Assists in scheduling the use of school buildings and grounds by authorized groups in accordance with board policies.
6. Assists in compiling a list with the name and social security number of each bus driver or substitute driver and certification of a valid school bus driver's license and criminal background check.

### Record Keeping/Reporting

1. Assists in developing and updating policies for all aspects of the school business operation.
2. Assists the School Business Administrator/Board Secretary in maintaining the records and papers of the board, and makes public records available for public inspection.
  - a. Maintains a log of general correspondence and drafts responses to inquiries.
  - b. Attends meetings and training sessions, representing the school district and accurately recording items that must be handled by the district.
  - c. Assists in preparing and updating the annual list (on or before February 1) of the school officials, by office and position, whose responsibilities require the filing of the Financial and Personal/Relative Disclosure Statements.
3. Prior to the annual submission to the executive county superintendent, assists in checking the completed disclosure forms to assure that both required forms have been filed; that all questions have been answered or indicated as not being applicable; and that each copy is signed by an original signature.

### Board Responsibilities

1. When assigned, attends district school board meetings and speaks on assigned topics.
2. Assists in preparing the official meeting minutes and aids in handling correspondence of the board.
3. Assists in preparing the list of the names of all persons on the Financial and Personal/Relative Disclosure Statements list of school officials and all newly elected or appointed persons who have failed to file as required under the law.

### Miscellaneous

1. Performs such other duties as may be assigned by the School Business Administrator/Board Secretary.
2. Serves as backup to other staff as necessary.
3. Organizes job functions and work assignments to be able to effectively complete assignments within established time frames.
4. Maintains confidentiality of sensitive correspondence, records and information.

**TERMS OF EMPLOYMENT:** Twelve months. Contract terms and salary to be determined by the board.

**ANNUAL EVALUATION:** Performance of this job will be evaluated annually in accordance with NJ State law and the provisions of the board's policy on evaluations.

**Approved by:** Lacey Township Board of Education

**Date:** May 12, 2026

**LEGAL REFERENCES:**

<u>N.J.S.A.</u> 18A:4-14	Uniform system of bookkeeping for all school districts
<u>N.J.S.A.</u> 18A:6-7.1-7.5	Criminal history record; employee in regular contact with pupils; grounds for disqualification from employment; exception
<u>N.J.S.A.</u> 18A:12	School Ethics Act
<u>N.J.S.A.</u> 18A:4-14, -14.1	Uniform system of bookkeeping for school districts
<u>N.J.S.A.</u> 18A:16-1	Officers and employees in general
<u>N.J.S.A.</u> 18A:16-2	Physical examinations; requirement
<u>N.J.S.A.</u> 18A:17-1	Removal, etc., of secretaries, assistant secretaries, school business administrators and business managers during terms of office
<u>N.J.S.A.</u> 18A:17-2	Tenure of secretaries, assistant secretaries, school business administrators, business managers and secretarial and clerical employees
<u>N.J.S.A.</u> 18A:17-13	Assistant and acting secretaries; appointment, powers and duties
<u>N.J.S.A.</u> 18A:17-14	Clerks in the secretary's office
<u>N.J.S.A.</u> 18A:18A	Public School Contract Law
<u>N.J.S.A.</u> 18A:19	Expenditure of Funds; Audit and Payment of Claims
<u>N.J.S.A.</u> 18A:22	Budget and Appropriations
<u>N.J.S.A.</u> 18A:33	Facilities in general
<u>N.J.S.A.</u> 18A:34-2	Care and keeping of textbooks and accounting
<u>N.J.S.A.</u> 18A:39	Transportation to and from schools
<u>N.J.S.A.</u> 19:60	School election
<u>N.J.S.A.</u> 47:1A	Public access to government records
<u>N.J.A.C.</u> 6A:9-12.7	School business administrator
<u>N.J.A.C.</u> 6A:23	Finance and business services
<u>N.J.A.C.</u> 6A:23-2	Double-entry bookkeeping and GAAP accounting in local school districts
<u>N.J.A.C.</u> 6A:26	Educational facilities
<u>N.J.A.C.</u> 6A:26-2	Long range facilities plans
<u>N.J.A.C.</u> 6A:26-3	Capital project review
<u>N.J.A.C.</u> 6A:26A	District comprehensive maintenance plans
<u>N.J.A.C.</u> 6A:27	Student transportation
<u>N.J.A.C.</u> 6A:30	Evaluation of the performance of school districts
<u>N.J.A.C.</u> 6A:32	District operations
<u>N.J.A.C.</u> 6A:32-3.2	Requirements for the code of ethics for district board of education members and charter school board of trustees
<u>N.J.A.C.</u> 6A:32-6	School employee physical examinations
Immigration Reform and Control Act of 1986, 8 U.S.C.A. 1100 et seq.	