

UNION COUNTY EDUCATIONAL SERVICES COMMISSION

**45 Cardinal Drive
Westfield, New Jersey 07090**

JOB DESCRIPTION

Title: Assistant Business Administrator: Operations

Reports to: Business Administrator/Board Secretary (CFO)

Terms of Employment: Full-time, 12 months

Qualifications:

1. Master's degree in finance, education, business, and /or accounting or related field.
2. Certified Public Accountant preferred.
3. Possession of a School Business Administrators Certificate or Certificate of Eligibility.
4. Five years in a financial institution or school district
5. Ability to communicate effectively orally and in writing.
6. Ability to relate to a wide variety of people and to observe, listen and provide leadership which results in the best possible financial management atmosphere.
7. A working knowledge of GAAP accounting procedures for school systems preferred.
8. Demonstrated experience in Excel spreadsheets, Google Suite, Word Processing and financial accounting software.
9. Ability to multitask effectively and not be easily overwhelmed by a fast-paced environment.
10. Must be detail-oriented, organized, analytical, think critically, work independently, and have the ability to identify and solve problems.
11. Ability to work well with other staff members and administration.
12. Must strictly adhere to maintaining and securing confidential information.
13. Skilled in financial analysis.

Responsibilities:

1. Assist with the overall leadership and direction of UCESC with the Business Administrator/ Board Secretary (CFO).
2. Develop goals and objectives with the business department.
3. Encourage and facilitate communication among departments, and schools.
4. Assist all departments and schools with business functions, including billing, accounts payable, payroll and bidding.
5. Understand and coordinate the roles and responsibilities of all aspects of the business department and ensure necessary tasks are delegated and completed in an appropriate and timely manner.
6. Assist in the administration and supervision of operational departments, including human resources, payroll, transportation and shared services programs. Assist in coordinating operational activities among departments to ensure continuity and effectiveness of services.
7. Ensure compliance with applicable New Jersey Department of Education transportation regulations and reporting requirements.
8. Analyze operational workflows and recommend efficiencies, cost-saving measures, and service improvements.
9. Represent the Business Administrator at designated meetings.
10. Assist in Management of Accounting and Non-Public Grants, including: Allocations, Draw-Downs, Billings, Refunds and Carry-over.
11. Assist in the preparation of Federal, State, County, and district reports.
12. Complete reports to participating districts in such areas as 192/193, non-public nursing, textbook and technology services, IDEA and ESSA.
13. Assist in preparation for the annual audit.
14. Assist other members of Central Office staff as time and priorities allow.
15. Communicate in a professional, warm and friendly manner with the public, colleagues, administrators and all other employees.
16. Assist with facilities management.
17. Perform other duties as assigned by the Business Administrator (CFO) and/or the Superintendent (CEO).

Board Approved: June 3, 2026