Tenafly PUBLIC SCHOOLS

ASSISTANT BUSINESS ADMINISTRATOR

Qualifications:

- Valid New Jersey School Business Administrator Certificate.
- Minimum three years of successful administrative experience, which includes budget development.
- Supervisory experience is preferred.
- An ability to effectively use the word processing and spreadsheet software currently employed in the District, as well as software relevant to specific job duties.
- Effective time-management, problem-solving, organizational, human relations, and written and verbal communication skills.
- The abilities to communicate and work effectively with staff, administrators, students, vendors, consultants, professionals, and others in job-related areas.
- Such alternatives to the above qualifications may be allowed by law and acceptable to the Board.

Primary Function:

The Assistant Business Administrator- Finance will be responsible for assisting the School Business Administrator/Board Secretary in the audit-compliant, cost-effective, and efficient administration of financial, Business Office, and non-instructional program responsibilities. S/he will provide leadership and supervision to the operation of the Business Office; provide leadership and support to district administrators relative to financial and Business Office functions.

Direct Report:

School Business Administrator/Board Secretary

Specific Duties and Responsibilities:

Budget and Audit:

- Assists the School Business Administrator/Board Secretary in planning, preparation, and implementation of the district budget and submission to NJDOE.
- Assists district administrators with their budget planning, development, and management.
- Provides regular budget status updates to district administrators.
- Provides timely and accurate feedback concerning the financial position of specific operating units, as requested.
- Assists in preparing reports required for annual audit.
- Assists the Business Administrator in preparing for the annual audit. Answers all questions and gathers all information needed to complete the audit.
- Assist with County, State and Federal Reporting.
- Assists with NJDOE Homeroom applications (ASSA, Extraordinary Aid, and Title 1-4) and reimbursements.

Business Operations:

- Audits all claims, invoices, and demands against the Board of Education.
- Prepares appropriation adjustments to ensure that budgetary line items are not over expended.
- Maintains files and storage of required forms and contracts for the Board of Education in compliance with the NJDOE Record Retention Guidelines.
- Provides support to the School Business Administrator/Board Secretary.
- Reviews job documentation manuals and procedures of business Office staff members and monitors updating standardization.
- Informs the School Business Administrator/Board Secretary of critical concerns regarding Business Office operation and makes suggestions for improvement.
- Prepares financial reports for review by the School Business Administrator/Board Secretary.

- Supervises Business Office staff in the areas of cash processing, payroll, benefits and other financial responsibilities related to district instructional support programs.
- Serves as general accountant of the Board and keeps a correct and detailed account of all financial transactions, as prescribed by statute and the rules and regulations of the Board.
- Assists in gathering information for NJDOE data collections including ASSA, DRTRS, School Register Summary, Debt Service, etc. for review by School Business Administrator/Board Secretary.
- Prepares bond redemption schedules and vouchers for the payment of bond debt.
- Conducts research and prepares studies in the business services area to improve services in relation to specific needs (e.g., cost savings, increased use of electronic media or processes, etc.). Responds to financial questionnaires.
- Supervises special scholarship funds as directed.
- Assists in interpreting the financial position of the district with the School Business Administrator/Board Secretary.

Payroll Management:

- Assists in the general supervision of payroll management activities including retirement data taxes, insurance contributions, retirement annuities, social security, loan repayments, and other withholdings.

Food Services:

- Oversees the functioning of the food service management company including approval of billings, charges to user groups, preparation of all federal and state reports, and maintenance of the checking account of the schools' cafeterias.

Tuition:

- Assists in the calculation of tuition rates and non-resident fees in accordance with New Jersey Administrative Code.
- Manages the payment, billing contracting, and all other financial details related to tuition students whether sent from the district or received by the district.
- Assists in the preparation of the annual state aid application, as it relates to tuition and non-resident pupils.

Facilities, Fixed Assets and Buildings and Grounds:

- Assists in the development and implementation of the district's three-year Comprehensive Maintenance Plan.
- Assists in maintaining and updating the district's Long-Range Facilities Plan.
- Maintains an up-to-date inventory of all property owned by the district on fixed asset module of CSI.
- Assists in the preparation of documents related to reimbursement of Capital Projects grants.

Other Duties

- Performs such other duties, as may be assigned by the School Business Administrator.

Banking

- Coordinate with the Treasurer to reconcile all bank accounts for the Tenafly Board of Education.
- Record all district revenue and disbursements in CSI and other accounting software to maintain accurate financial records.
- Responsible for all wire payments and transfers, districtwide.
- Oversees bank accounts held at the school level to assure accounts are being properly maintained.
- Responsible for requesting online reimbursement from the EWEG on a monthly basis for the IDEA, ESEA, Perkins and other grants that allows you to create payment vouchers for each specific Grant so the Tenafly School District can receive reimbursement.

Transportation

- Responsible for arranging transportation of Tenafly students, both within and outside of the district and for preparing contracts for individual bus companies.

Terms of Employment:
12 month Non-Bargaining Unit Position

Evaluation:
Performance of this job will be evaluated annually in accordance with New Jersey laws and regulations and Tenafly Board of Education policy

Board Approved:
Resolution P-14/October 17, 2022

Revised: