LACEY TOWNSHIP SCHOOL DISTRICT

Business Office Administrative Assistant

REPORTS TO: School Business Administrator or Designee

JOB GOAL

To coordinate the District's purchasing functions in accordance with applicable laws, regulations, Board policies, and administrative procedures, while providing bookkeeping, and administrative support to the Business Office. The Business Office Administrative Assistant assists in maintaining accurate financial and purchasing records, responding to public records requests, supporting audit requirements, and promoting the efficient operation of the District's business functions.

QUALIFICATIONS

1. High school diploma or equivalent required; associate's or bachelor's degree in business, accounting, finance, public administration, or a related field preferred.
2. Prior experience in purchasing, bookkeeping, accounting, finance, or business office operations; experience in a New Jersey public school district or governmental environment preferred.
3. Working knowledge of purchasing, bookkeeping, and general accounting procedures; familiarity with New Jersey public purchasing requirements, the Open Public Records Act (OPRA), and records retention requirements preferred.
4. Proficiency in financial management systems, spreadsheets, word processing, data processing, and other office technology, with the ability to accurately process, reconcile, analyze, and maintain purchasing financial records as well as supporting documentation.
5. Strong organizational, interpersonal, written, and verbal communication skills, with demonstrated attention to detail and the ability to manage multiple assignments and deadlines.
6. Ability to exercise sound judgment and maintain confidentiality when handling sensitive financial, personnel, legal, public records, and other protected information.
7. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.

RESPONSIBILITIES

Purchasing & Procurement

1. Review requisitions and process purchase orders for accuracy, completeness, proper account coding, required approvals, and compliance with District purchasing procedures.
2. Coordinate the processing, printing, distribution, and maintenance of purchase orders and related purchasing records.

3. Communicate with vendors, schools, departments, and District staff to clarify purchasing needs, resolve discrepancies, and facilitate the timely procurement of goods and services.
4. Assist the medical and/or Qualified Purchasing Agent with quotations, bids, requests for proposals, competitive contracting, cooperative purchasing, and other procurement activities as assigned.
5. Maintain purchasing, bid, quote, contract, and vendor documentation in accordance with applicable laws, regulations, record retention requirements, and District procedures.
6. Maintain the District's vendor files and assist with vendor setup, ensuring required documentation is obtained and maintained.
7. Maintain and assist with the District's fixed asset inventory and related records.
8. Assist District employees with purchasing procedures, documentation requirements, and use of the District's financial management system.

Bookkeeping & Business Office Support

9. Perform general bookkeeping and accounting support functions, including data entry, account review, reconciliations, journal entries, and maintenance of supporting financial records.
10. Assist with the review and processing of financial transactions and supporting documentation and research and resolve discrepancies as necessary.
11. Assist with accounts payable, accounts receivable, and other Business Office functions as assigned.
12. Assist with monthly and year-end closing procedures, account reconciliations, financial reports, and other required fiscal processes.
13. Prepare and maintain schedules, spreadsheets, reports, and other financial documentation as assigned.
14. Assist with the preparation, organization, and retrieval of financial records, reports, schedules, and supporting documentation required for the District's annual audit, Board of Education agenda items, State reporting, and other financial reviews or Business Office requirements.
15. Assist with benefits enrollments (i.e., medical, prescription and dental).

OPRA & Records Support

15. Assist the District's Custodian of Records and administration with the tracking, research, coordination, and preparation of responses to requests submitted pursuant to the New Jersey Open Public Records Act (OPRA).
16. Coordinate with schools, departments, and District personnel to identify and collect responsive records and assist with reviewing, organizing, and preparing records for response.
17. Maintain appropriate documentation and tracking of OPRA requests, applicable deadlines, responses, and related correspondence.

18. Assist with the maintenance, organization, retention, and disposition of Business Office records in accordance with applicable records retention requirements.
19. Maintain confidentiality and appropriately safeguard financial, personnel, legal, and other confidential or protected records and information from OPRA requests.

OTHER DUTIES

Perform other purchasing, bookkeeping, records, financial, administrative, and related duties as assigned by the School Business Administrator or Designee, including providing backup support and cross-training in other Business Office functions as necessary to maintain continuity of operations.

TERMS OF EMPLOYMENT

Work year and salary to be determined by the Board of Education.

EVALUATION

Performance of this job will be evaluated in accordance with New Jersey State law and the provisions of the Board's policy on evaluation of personnel.