



WALL TOWNSHIP PUBLIC SCHOOLS

Title: Assistant Business Administrator

Qualifications:

1. Possess or be eligible for a New Jersey School Business Administrator's Certificate
2. Bachelors Degree required; CPA and/or MBA preferred
3. Understanding of practices related to financial accounting and reporting procedures consistent with statute, code, and GAAP requirements for public school districts
4. Knowledge of laws and regulations governing school district operations
5. Other requirements that the Board may find appropriate

Reports to:

1. School Business Administrator/Board Secretary

Job Goal: To assist the School Business Administrator/Board Secretary in managing the business affairs and operational functions of the school district.

Performance Responsibilities:

1. Assists the School Business Administrator with the preparation and management of the annual school budget
2. Administers Business functions including accounting, payroll, and Accounts Payable.
3. Administer, as assigned, district operations, transportation, and food service programs.
4. Assists with bidding, purchasing, and accounting functions and systems.
5. Administer and perform district financial transactions and ensure that statutes, regulations, and accounting procedures are followed.
6. Responsible for the preparation and analysis of all financial statements.
7. Manage all special revenue project reports to ensure compliance and accuracy.
8. Recommends new accounting procedures as desirable and necessary. Assists schools/offices with guidance on account numbers and purchasing requirements.
9. Assists the School Business Administrator in the projection of revenue and expenditures, preparation for bond sales, etc.
10. Responsible for the preparation and filing of fiscal reports for SEMI.
11. Responsible for year-end financial closeout and preparing financial statements and supporting schedules for auditors.
12. Perform any additional duties as assigned by the School Business Administrator or the Superintendent of Schools.
13. Responsible for tracking, recording, and accounting for fixed assets.



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Terms of Employment:

Non-aligned, Certificated 12-month position as specified in the terms and conditions of employment set forth by the Wall Township Board of Education.

Evaluation:

Performance of this position will be evaluated annually in accordance with the provisions of state law and the Board's policy on evaluation of certificated personnel.

Approved: September 15, 2026