SCHOOL BUSINESS ADMINISTRATOR/BOARD SECRETARY

(Job Description)

QUALIFICATIONS

- NJ School Business Administrator Endorsement
- Quality Purchasing Agent Certification
- Experience in budget preparation and administration and understanding of statutory and code requirements related to school budgeting
- Understanding of the principles and practices of financial accounting and reporting procedures consistent with statute, code and GAAP requirements
- Knowledge of statutory requirements and accepted practices in school districts related to insurance, purchasing, transportation, food services, school plant operations and facility planning
- Demonstrated organizational, communication and interpersonal skills
- Required criminal history background check and proof of U.S. citizenship or legal resident alien status

PRIMARY FUNCTION

The School Business Administrator/Board Secretary provides strategic leadership and oversight of the district's business operations, including financial management, facilities, and support services. This role supports the Superintendent and Board of Education in advancing district goals through sound fiscal stewardship, operational efficiency, regulatory compliance, and ethical leadership.

REPORTS TO

Superintendent of Schools

KEY RESPONSIBILITIES

- Lead the planning, development, and administration of the district's annual budget in alignment with strategic priorities and fiscal sustainability
- Oversee all business operations, including finance, accounting, purchasing, insurance, facilities, transportation, and food services
- Ensure compliance with all applicable federal and state laws, New Jersey administrative code, Board policies, and audit requirements
- Serve as the district's Qualified Purchasing Agent, ensuring a transparent, compliant, and efficient procurement process

- Direct and manage financial systems, including accounting, payroll, auditing, investments, and internal controls
- Oversee payroll operations and ensure compliance with tax regulations, and auditing standards
- Support long-range facilities planning and oversee capital projects, construction, and plant operations
- Serve as Board Secretary by:
    - Coordinating and providing public notice of Board meetings in compliance with the Open Public Meetings Act
    - Preparing, maintaining, and safeguarding official Board minutes and records
    - Maintaining custody of contracts, legal documents, and financial records
- Ensure compliance with the Open Public Records Act (OPRA) and coordinate responses to records requests
- Oversee revenue collection, including tuition and other district income sources
- Audit and approve claims and expenditures in accordance with Board policy and applicable regulations
- Prepare and submit all required financial reports to the Board, County Superintendent, and regulatory agencies
- Ensure compliance with required safety reporting, including fire and emergency drills
- Perform other duties as assigned by the Superintendent

TERM OF EMPLOYMENT

Twelve (12)-month, non-affiliated administrative position

EVALUATION

Performance will be evaluated annually by the Superintendent of Schools in accordance with New Jersey law, administrative code, and Board policy.

BOARD APPROVAL:

December 2012; April 27, 2026.