

# Assistant School Business Administrator and Assistant Board Secretary

## JOB DESCRIPTION

### POSITION TITLE

Assistant School Business Administrator and Assistant Board Secretary

### MINIMUM

School Business Administrator Certificate. Computer literate in financial accounting and spreadsheet software. Strong background in accounting & finance, construction management and information technology. Such alternatives to the above qualifications as the Board may find appropriate and acceptable. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.

### QUALIFICATIONS

### REPORTS TO JOB GOAL(S)

School Business Administrator and Board Secretary  
To ensure that the school district realizes maximum benefit from prudent expenditures and investments.

### JOB RESPONSIBILITY AND AUTHORITY

Supervise Business Office staff and Transportation staff.

### PRIMARY RESPONSIBILITIES

1. Assist in the supervision of the daily operations of the Business Office.
2. Assist Business Administrator in the financial management of the school system, including budget methods, format, presentation and controls.
3. Oversee production of monthly accounting of all income and expenditures.
4. Assist Business Administrator in the projection of revenue and expenditure, preparation of prospective for bond sales, and management of short-term investment portfolio.
5. Assume responsibility for insurance records and insurance accounting.
6. Prepare and submit to the Business Administrator such reports as the Business Administrator may request or require.
7. Supervise the purchase of all materials and preparation of bid specifications.
8. Supervise the transportation department and ensure the safe transportation of all district students for daily instruction programs and extracurricular activities.
9. Assist in maintaining a continuous internal auditing program for fund accounts.
10. Supervise the Free & Reduced Lunch Program.
11. Coordinate and oversee capital projects; manage state reporting requirements.
12. Supervise information technology and database management.
13. Assist Business Administrator in supervising and evaluating staff.
14. Assist in the preparation of financial agenda items for Board meetings.
15. Assist in carrying out all duties of the School Business Administrator/Board Secretary according to N.J.S.A. 18A17-14.1-3 and Board Policy 1320.
16. Assume the responsibilities of Board Secretary when required.
17. Serve as Public Agency Compliance Officer for district and Co-Safety Officer.
18. Other duties as assigned for the efficient operation of the Business Office to increase effectiveness and reduce costs for the ultimate benefit of the educational program.

**WORKING RELATIONSHIPS** To maintain effective relationships with parents, students,

**OF THE POSITION** administrators, support staff members and the community

at large.

**TERMS OF EMPLOYMENT** 12 Months

Salary to be determined by the Board