

School Business Administrator

JOB DESCRIPTION

POSITION TITLE

School Business Administrator/Board Secretary

MINIMUM

New Jersey Standard School Business Administrator Certificate. Degree in accounting, business or related field. Minimum five years of school district business office experience preferred. Computer proficient.

QUALIFICATIONS

Superintendent; and as Board Secretary reports to the Board of Education Provide fiscal oversight and management of the operations and business affairs of the district to support its educational services and goals.

REPORTS TO

Supervise Assistant School Business Administrator, Buildings and Grounds Supervisor, Transportation Supervisor, Payroll Services Supervisor, Food Services Supervisor, Business Office support staff.

JOB GOAL(S)

JOB RESPONSIBILITY AND AUTHORITY

PRIMARY RESPONSIBILITIES

1. Provide financial management of the school district, including preparing, administering and monitoring the annual budget as required by statutes and in accordance with the program goals of the district.
2. Compile data and collaborate with administrators, members of the senior leadership team, Board of Education Finance Committee, superintendent, members of the education liaison committee and ultimately the Board of School Estimate to construct a detailed, transparent, fiscally responsible budget. Produce budget analyses and supporting documents responsive to elected officials, Citizens Budget Advisory Committee members and community constituents.
3. Provide monthly accounting to the Board of Education of all income and expenditures. Provide fiscal reports on a timely basis to ensure an informed board and administration.
4. Collect all monies. Project revenue and expenditures, prepare prospective for bond sales, manage cash flow and supervise the investment of Board of Education funds.
5. Assume responsibility for insurance records and insurance accounting.
6. Supervise payroll functions, including agency accounts and taxes.
7. Provide fiscal and technical assistance to principals, supervisors and staff.
8. Maintain continuous internal auditing program for all fund accounts to provide proper and accurate accounting and internal accounting.
9. Authorize the purchase of all supplies, materials, equipment and services; provide oversight of all procurements including advertisements, bid requirements and bid awards. Administer all contracts for goods and services entered into by the district.
10. Develop and maintain a Procedures Manual containing appropriate procedures and practices relating to business and operations of the district.
11. Participate in collective bargaining of employee contracts as directed by the superintendent.
12. Plan, organize and direct the work of the central business office including accounting and budget preparation and control, payroll and benefits administration, receipts and disbursement of funds, risk management and allied fiscal services.
13. Administer, direct and supervise non-instructional programs including pupil transportation, food services, maintenance of buildings and grounds and plant operations.
14. Establish controls and prepare reports required by state and federal agencies that relate to the fiscal operations of the district.
15. Administer the district safety program. Assure high standards of safety and security within the district.
16. Carry out all functions of the Certified School Business Administrator/Board Secretary as identified in N.J.S.A. 18A and in Board policies.
17. Prepare and submit to the superintendent such reports as the superintendent may request or require.
18. Prepare agenda items including financial resolutions and minutes of Board of Education meetings. Attend board meetings.
19. Advise the superintendent of the financial status of the district on a continuous basis.
20. Assist the superintendent in developing and implementing a long-range strategic plan for the district.
21. Responsible for overall facility use by community and outside groups.
22. Work with the Board Finance Committee on budget and other financial issues of the district.

Work with the Facilities and Technology Committee on maintenance and capital improvement of district assets.
23. Oversee school board elections.
24. Assume the leadership role in bond and levy issues along with facility planning, renovation and construction.
25. Publish all legal notices concerning district business.
26. Assist in recruiting, hiring, training, supervising and evaluating support staff in the Business Office.
27. Perform such other duties as may be assigned by the Superintendent, or in the role of Board secretary, by the Board of Education.

WORKING RELATIONSHIPS

OF THE POSITION

TERMS OF EMPLOYMENT 12 months

Salary to be determined by the Board