

JOB DESCRIPTION MANUAL

**BOARD OF EDUCATION
CLINTON TOWNSHIP**

**Central Office
Administration**

Title:	Assistant School Business Administrator/Assistant Board Secretary - Confidential
Qualifications:	<ol style="list-style-type: none"> 1. Valid New Jersey School Business Administrator Certificate or eligibility. 2. Understanding of the principles and practices of financial accounting and reporting procedures consistent with statute, code, and GAAP requirements. 2. Knowledge of accepted business practices, laws and regulations governing school districts related to budget preparation and administration, risk management, purchasing, transportation, food services, school plant operations and facility planning, or is willing and able to study and attend training to gain this knowledge. 3. Proficiency in use of computer systems and software essential to the operation of the business office such as accounting, database, word processing, spreadsheet, and payroll applications. 4. Excellent human relations skills with the ability to organize and motivate people to carry out complex oral and written instructions to exercise sound judgment and perform with a high degree of accuracy and efficiency. 5. Minimum experience as determined by the School Business Administrator/Board Secretary. 6. Demonstrated organizational, communication and interpersonal skills. 7. Required criminal history background check and proof of U.S. citizenship or legal resident alien status. 8. Current residency in New Jersey, approved residency waiver or candidate agrees to obtain residency within one year of employment.
Certificate and Endorsement Requirements:	Notary
Reports To:	School Business Administrator/Board Secretary
Supervises:	Payroll/Benefits Coordinator; Accounts Payable Coordinator
Job Goal:	To assist the School Business Administrator/Board Secretary in managing the business affairs of the district efficiently and effectively to ensure that educational support services help to achieve the educational goals of the district with the available financial resources.

Performance Responsibilities:

Budget and Finance

1. Assist with supervision of the financial affairs of the schools including independent special projects as assigned.
2. Assists in the preparation of the annual school budget and helps with the administration of all phases of the budget throughout the year.
3. Assists in keeping accurate and detailed accounts of all financial transactions as prescribed by statute, administrative code, and board policy.
4. Oversees the billing in receipt of monies due and/or outstanding to the district for tuition, preschool tuition, vandalism, returned checks, etc.
5. Oversees the procurement of supplies and equipment for the district in accordance with purchasing law, purchasing regulations and board policies.
6. Assists in administering the district's insurance/risk management program.
7. Assists in keeping records of the investment of board funds in accordance with statute and board policy.
8. Collects, records, posts, and reconciles accounts receivables.
9. Reconciles deposits, disbursements, canceled checks with bank statements and verifies bank balance with statements.
10. Coordinates the district financials with the Treasurer of School Monies.
11. Monitors monthly cash flow projections and assists in preparing assigned monthly reports.
12. Oversees the preparation of the payroll and ensures proper maintenance of records related to auditing requirements, tax laws, and employee benefits.
13. Oversees the implementation for hospitalization, major medical and other types of board approved employee benefit plans.

Facilities and Operations

1. Assists in overseeing the operation and maintenance of school facilities and custodial, grounds and maintenance services and assists in preparing and maintaining required reports.
2. Assists in the implementation of the district's multi-year (3-5 years) comprehensive maintenance plan.
3. Oversees the efficient operation of the district's food services program; ensures that procedures are in accordance with law and regulations.
4. Oversees the free and reduced lunch program for the district, including coordination of applicant eligibility with schools, cafeteria, and parents, and required reporting to the Department of Agriculture.
5. Oversees scheduling of school buildings and grounds use by authorized groups in accordance with board policies.
6. Assists in the preparation of bid packets.
7. Creates purchase requisitions for the business office.
8. Oversees the district's copiers, telephones, postage meters, etc.

Record Keeping/Reporting

1. Assists in developing and updating policies for all aspects of the school business operation.
2. Assists in maintaining the records and papers of the board and makes public records available for public inspection.
3. Maintains a log of general correspondence and drafts responses to inquiries.
4. Attends meetings and training sessions, representing the school district, and accurately recording items that must be handled by the district.
5. Prepares and updates the annual list (on or before February 1) of the school officials, by office and position, whose responsibilities require the filing of the Financial and Personal/Relative Disclosure Statements.

6. Prior to the annual submission of the Financial and Personal/Relative Disclosure Statement, assists in checking the completed disclosure forms to assure both required forms have been filed.
7. Oversees the maintenance of an up-to-date inventory of all school district property and equipment in compliance with GASB 34 ensuring that all equipment is properly labeled and inventoried.
8. The completion of the annual school district reports such as the Application for State School Aid (ASSA), etc.

Board Responsibilities

1. Attends district school board meetings and speaks on assigned topics.
2. Proofreads and distributes the board agenda, minutes, and correspondences, as well as committee minutes and agendas.
3. Assists in preparing the official meeting minutes of the board.
4. Coordinates board members attendance at conventions, mandated meetings, and workshops.
5. Manages board vacancies and new member orientations.

Miscellaneous

1. Maintains the calendar and schedules appointments, meetings, due dates for the School Business Administrator/Board Secretary.
2. Compile, maintain, communicate and/or distribute strategic, confidential (negotiations) materials and budgetary information, including without limit cost information, analysis, and review.
3. Performs such other duties as may be assigned by the School Business Administrator/Board Secretary.
4. Performs, in the absence of the School Business Administrator/Board Secretary, the responsibilities of the School Business Administrator/Board Secretary.

Terms of Employment:	Salary for a 12 month position (July 1 through June 30).
Annual Evaluation:	Performance of this job will be evaluated annually in accordance with NJ State law and the provisions of the board's policy on evaluations.
Approved by:	Superintendent of Schools
Date:	March 14, 2022
Account Code(s):	11.000.251.100.900.000 - 80% 60.910.310.100.900.000 - 20%