



ROBBINSVILLE BOARD OF EDUCATION JOB DESCRIPTION

JOB TITLE: Assistant Business Administrator/Assistant Board Secretary

CLASSIFICATION: Non-Affiliated

REPORTS TO: Business Administrator

SUMMARY:

The Assistant Business Administrator responsibility is to assist the Business Administrator 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.

OVERALL GOAL:

The Assistant BA is responsible for managing and overseeing the Business Office, which encompasses the Accounting Unit, Accounts Payable Unit, Payroll/Employee Benefits Unit and Purchasing Unit.

This position performs complex school budgeting, fiscal reporting and cost-effectiveness functions, oversees budgeting and accounting records and controls the maintenance and implementation of the budgetary development and accounting systems.

QUALIFICATIONS

- Holds New Jersey Certification as School Business Administrator or Provisional Certification, with the intent to gain Standard Certification within two years from date of hire
- 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

ESSENTIAL FUNCTIONS:

- Assists the Business Administrator/Board Secretary in the preparation of the annual school budget and helps with the administration of all phases of the budget throughout the year.
- Assists in keeping accurate and detailed accounts of all financial transactions as prescribed by statute, administrative code, and board policy.
- Assists the BA in auditing claims, invoices and demands against the board.
- Assists the BA in collecting tuition fees and other moneys due to the board.
- Assists in procurement of supplies and equipment for the district in accordance with law and board policies.
- Assists in administering the district's insurance/risk management program.
- Assists in the oversight of the preparation of the district payroll and ensures proper maintenance of records related to auditing requirements, tax laws, and employee benefits. Also assists with implementing all board-approved employee benefit plans.
- Assists the BA in overseeing the operation and maintenance of school facilities and custodial, grounds and maintenance services. Helps to maintain required reports.
- Assists in the efficient operation of the district's food services program; ensures that procedures are in accordance with law and regulations.
- Assists in the efficient operation of the district's Robbinsville Extended Day (R.E.D.) program; ensures that procedures are in accordance with law and regulations
- Assists in the operation of the student transportation program.
- Assists in monthly reconciliation of all student activity accounts, including training of student activity bookkeeping staff

- Ensures that student activities accounts and transactions are following accepted accounting principles.
- Assists the BA/Board Secretary in maintaining records and papers of the board and makes public records available for public inspection.
- When assigned, attends district school board meetings, and speaks on assigned topics. Assists in preparing the official meeting minutes and aids in handling correspondence to the board.
- Establishes procedures for effective cost analyses, analyzes and solves complex budgeting and accounting problems, implements accepted accounting principles.
- Conducts reviews of identified programs/services to determine their efficiency levels relating to appropriate criteria/goals.
- Implements an appropriate financial reporting system, including monthly updates and banking transactions.
- Maintains effective lines of communications with the administrative staff so that the needs of programs, services and materials are balanced with the annual budget.
- Ensures that required audits are conducted within the required time constraints; Cooperation is given to the independent auditor; Information pertaining to conditions is disclosed; Corrective action plans are developed and presented as required; and oversees and reports on progress of implementing corrective action plans.
- Prepares and submits all reports relative to fiscal matters as required, such as ASSA, quarterly financial reports, pension IROC, etc.
- Submits all claims for funds to appropriate governmental agencies.
- Assists in budget preparation for all funds and for grant programs.
- Assists in creation and execution of SOPs and internal controls.
- Provides training to district employees in the application of fiscal procedures.
- Performs fiscal studies related to self-sustaining programs, purchasing practices and other areas for improved financial performance.
- Performs the duties of Assistant Board Secretary.
- Performs all other duties as may be assigned by the Business Administrator.

TERM OF EMPLOYMENT: 12-Month, full-time position

BOARD APPROVAL DATE: