

# Green Township School District Job Description

**TITLE: ASSISTANT TO THE SCHOOL BUSINESS ADMINISTRATOR**

**REVISED: September 2020**

**QUALIFICATIONS:**

1. 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. Minimum experience as determined by the board
4. Required criminal history background check and proof of U.S. citizenship or legal resident alien status
5. Demonstrated organizational, communication and interpersonal skills
6. Current residency in New Jersey, approved residency waiver or candidate agrees to obtain residency within one year of employment

**REPORTS TO:** School Business Administrator / Board Secretary

**JOB GOAL:**

To assist the School 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.

**PERFORMANCE RESPONSIBILITIES:**

Budget and Finance

1. Assists the School 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.
2. Assists in keeping accurate and detailed accounts of all financial transactions as prescribed by statute, administrative code and Board policy, including but not limited to purchase orders, bank reconciliations, contracts, insurance, food service and other transactions, and those related to buildings and grounds.
3. Assists the SBA in auditing claims, invoices and demands against the board, including but not limited to worker's compensation and student accident.
4. Assists the SBA in collecting tuition fees and other moneys due to the board not payable directly to the treasurer of school moneys.
5. Assists in procurement of supplies and equipment for the district in accordance with law and board policies.
6. Assists in administering the district's insurance/risk management program.
7. 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 hospitalization, major medical and other types of board-approved employee benefit plans.

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8. Assists the SBA in keeping records of the investment of board funds in accordance with statute and board policy.
9. Sets up sick pay for hourly employees.
10. Acts as the District's payroll and benefits clerk, and performs all functions of that position as directed by the SBA.
11. If in possession of the proper training, experience and duties, the Assistant to the SBA may act as the Benefits Representative/Administrative Officer.

### Facilities and Operations

1. Assists the SBA in overseeing the operation and maintenance of school facilities and custodial, grounds and maintenance services. Helps to maintain required reports.
2. Assists the superintendent and the SBA in the implementation of the district's multi-year (3-5 years) comprehensive maintenance plan.
3. Assists in the efficient operation of the district's food services program; ensures that procedures are in accordance with law and regulations.
4. Assists in operation of the student transportation program.
5. Assists in scheduling the use of school buildings and grounds by authorized groups in accordance with board policies.
6. Acts as District point person for Right to Know, Integrated Pest Management, and indoor air quality. Updates and maintains the asbestos management plan and IMP plan in coordination with the SBA and Director of Facilities.

### Record Keeping/Reporting

1. Assists in developing and updating policies for all aspects of the school business operation.
2. Assists the SBA / board secretary 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. Assists in preparing and updating 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 to the executive county superintendent, assists in checking that the completed disclosure forms to assure that both required forms have been filed; that all questions have been answered or indicated as not being applicable; and that each copy is signed by an original signature.
7. Assists the SBA in completing the AASA Snapshot, STS, IROC, and Civil Rights Survey.
8. Posts all notices.

### Board Responsibilities

1. When assigned, attends district school board meetings and speaks on assigned topics.
2. Assists in preparing the official meeting minutes and aids in handling correspondence of the board.
3. Assists in preparing the list of the names of all persons on the February 1 list of school officials and all newly elected or appointed persons who have failed to file as required under the law.

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4. Assists the SBA and Superintendent with revisions to policies and regulations contained in the Critical Policy Manual.
5. Posts all agendas, minutes, meeting calendar, District Goals, policies and other forms to the website as directed by the SBA or Superintendent.

### Child Care

1. Sets up sick pay for hourly employees
2. Handles billing for the Child Care program
3. Supports the Child Care program coordinator as needed.

### Miscellaneous

Performs such other duties as may be assigned by the School Business Administrator / Board Secretary.

**TERMS OF EMPLOYMENT:** Twelve months. Contract terms and salary to be determined by the Board.

**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: Green Township Board of Education

Date: September 2020

Revised:

### **LEGAL REFERENCES:**

***Note: Refer to Business Administrator/Board Secretary for a more comprehensive list***

<u>N.J.S.A.</u> 18A:4-14	Uniform system of bookkeeping for all school districts
<u>N.J.S.A.</u> 18A:6-7.1-7.5	Criminal history record; employee in regular contact with pupils; grounds for disqualification from employment; exception
<u>N.J.S.A.</u> 18A:12	School Ethics Act
<u>N.J.S.A.</u> 18A:16-1	Officers and employees in general
<u>N.J.S.A.</u> 18A:17-1	Removal, etc., of secretaries, assistant secretaries, school business administrators and business managers during terms of office
<u>N.J.S.A.</u> 18A:17-2	Tenure of secretaries, assistant secretaries, school business administrators, business managers and secretarial and clerical employees
<u>N.J.S.A.</u> 18A:17-13	Assistant and acting secretaries; appointment, powers and duties
<u>N.J.S.A.</u> 18A:17-14	Clerks in the secretary's office
<u>N.J.S.A.</u> 18A:18A	Public School Contract Law
<u>N.J.S.A.</u> 18A:19	Expenditure of Funds; Audit and Payment of Claims
<u>N.J.S.A.</u> 18A:22	Budget and Appropriations
<u>N.J.S.A.</u> 18A:33	Facilities in general
<u>N.J.S.A.</u> 18A:39	Transportation to and from schools
<u>N.J.S.A.</u> 19:60	School election
<u>N.J.S.A.</u> 47:1A	Public access to government records
<u>N.J.A.C.</u> 6A:9B-11.7	School business administrator
<u>N.J.A.C.</u> 6A:23A	Fiscal accountability, efficiency and budgeting procedures
<u>N.J.A.C.</u> 6A:26	Educational facilities
<u>N.J.A.C.</u> 6A:26-2	Long range facilities plans
<u>N.J.A.C.</u> 6A:26-3	Capital project review
<u>N.J.A.C.</u> 6A:27	Student transportation

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<u>N.J.A.C. 6A:30</u>	Evaluation of the performance of school districts
<u>N.J.A.C. 6A:32</u>	District operations
<u>N.J.A.C. 6A:32-3.2</u>	Requirements for the code of ethics for district board of education members and charter school board of trustees