

**GREAT MEADOWS REGIONAL
BOARD OF EDUCATION
JOB DESCRIPTION**

TITLE: SCHOOL BUSINESS ADMINISTRATOR/BOARD SECRETARY

QUALIFICATIONS:

New Jersey Certificate: School Business Administrator

Bachelor's degree in education or business management and accounting, Master's Degree and/or Certified Public Accountant License as of January 2004

Minimum of 5 years experience in Business Administration

Organizational skills necessary to maintain complete and accurate records of Board of Education activities and communications to and from the Board

Such alternatives to the above qualifications as the Board may find appropriate and acceptable

Required criminal history background check

New Jersey residency required

REPORTS TO:

Superintendent

SUPERVISES:

1. Supervisor of Buildings & Grounds.
2. Business office secretarial personnel

JOB GOAL:

To administer the business affairs of the district in a manner that will provide the best possible educational services with financial resources available and to coordinate communication with the Board and control documentation of the Board of Education.

PERFORMANCE RESPONSIBILITIES:

A. SCHOOL BUSINESS ADMINISTRATOR

GENERAL BUSINESS ADMINISTRATION

1. Applies budgetary appropriations for the purchase of supplies, equipment, facilities and personnel services required to operate the educational program in accordance with statutes and Board of Education policy.
2. Assumes responsibility for an accounting procedure adequate to record in detail all money and credit transactions in order to provide the Board of Education and Administration with monthly financial reports.
3. Arranges for the external auditing of school accounts.
4. Supervises the collection, safekeeping and distribution of all funds.
5. Verifies receipt of all merchandise and services as specified in purchase orders/contracts, verifies that all bills are correct and proper, and authorizes payment to vendors when all conditions have been met.
6. Prepares financial reports as required by State and Federal agencies having jurisdiction over public school funds.
7. Completes applications for State and Federal funds or coordinates their preparation with other designated administrators. Administers the expenditure of Federal funds and State reimbursements.
8. Interprets the financial position of the district to the community at large.
9. Furnishes bond in such form and amount as shall be determined from time to time by the Board, the cost of which will be assumed by the district.
10. Administers the district's insurance program in cooperation with the insurance broker to provide adequate insurance safeguards against fire, liability and similar risks, as well as the various employee/insurance benefit programs and student/athletic insurance programs.
11. Acts as payroll officer. Administers the payroll and payroll agency accounts. Assures that all required and voluntary deductions are accurate, deposited timely and the payrolls meet the requirements of law, contract and policy. Administers the process of State reimbursement of FICA for TPAF members.
12. Prepares or reviews for accuracy all reports requiring the Business Administrators signature

for the Commissioner of Education, County Superintendent and other agencies of the State or Federal government.

13. Administers the districts investment of funds.

BUDGET PREPARATION AND CONTROL:

1. Acts as the budget control officer.
2. Compiles necessary statistical data for the preparation of the fiscal budget.
3. Assists the Superintendent in the interpretation of budgetary needs to the public by preparing materials for distribution and by working with the Board and Administration staff in the broad program of community communications.
4. Provides the Board and Administrative staff with factual information on the business area as it affects the total school program.
5. Assists the Superintendent on matters concerning the school budget and all other business and financial matters.

FACILITIES:

1. Assists in the compilation of statistics relative to new housing construction, building permits, local zoning ordinances and other information relative to local population trends as they affect school facilities planning.
2. Works with Administrative staff members, architects, attorneys and financial advisors in the planning, financing and contracting of construction or alternations of school facilities.
3. Administers all business aspects attendant to planning and construction.
4. Coordinates with the Supervisor of Buildings and Grounds the overseeing of programs of plant maintenance and custodial operations, use of school facilities by community groups, and maintenance of current inventories of all school fixed assets and equipment.

MISCELLANEOUS RESPONSIBILITIES:

1. Compiles statistics and prepares specifications for school transportation routes, contracts and joint agreements and administers all business aspects of transportation services.
2. Administers the business operation of the Federal child nutrition program and provides for the efficient management of the school lunch program.
3. Provides formal supervision of the Supervisor of Buildings and Grounds and the custodial

staff as well as secretarial personnel of the business office. Also provides informal supervision of the Treasurer of School Moneys.

4. Assists the Superintendent in the administration, negotiations and implementation of employee contracts.
5. Performs other relevant business related responsibilities as designed by the Superintendent.

B. BOARD SECRETARY

1. Attends all meetings of the Board of Education.
2. Keeps full and accurate minutes of all meetings of the Board of Education.
3. Provides a copy of all minutes to each member of the Board.
4. Gives public notice of all meetings of the Board of Education.
5. Prepares with the Superintendent an agenda setting forth all known items of business to be considered at the Board meetings.
6. Shall be the custodian of all securities, documents, title papers, records and other papers belonging to the Board. Maintains all official written correspondence to and from the Board of Education and has current correspondence available for review and citing at public action meetings.
7. Publishes all legal notices concerning district business.
8. Assumes responsibility for all regular and special Board elections.
9. Administers the school contracts program including, public notice as required by bidding statutes tabulation of all bids and preparation of all contracts.
10. Assumes other related responsibilities as delegated by the Superintendent/Board.
11. Prepares or reviews for accuracy all reports requiring the Board Secretary's signature for the Commissioner of Education, County Superintendent and other agencies of the State or Federal government and assures delivery of all required documents in a timely manner.
12. Assists the Board, Superintendent and policy service company develop policy, maintains the official current policy manual and provides all policy holders with revisions from the policy updating service.

TERMS OF EMPLOYMENT : Twelve month continued employment

EVALUATION: Performance of this position will be evaluated semi-annually by the Superintendent, based upon annual goals and performance with respect to responsibilities of the position, and shall be provided in written form subsequent to a conference with the Superintendent.

Revised: Dec. 17,2019

Employee Signature