

TITLE: ASSISTANT SCHOOL BUSINESS ADMINISTRATOR/ASSISTANT BOARD SECRETARY**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. Experience with computer application in Accounting.
4. Demonstration of strong computer and PC spreadsheet capabilities.
5. Requisite experience as determined by the Board.
6. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.
7. Demonstrates organizational, communication and interpersonal skills.

REPORTS TO: Business Administrator / Board Secretary**JOB GOAL:**

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.

PERFORMANCE RESPONSIBILITIES:

1. Establishes and maintains long-range and other fiscal plans.
2. Prepares the annual budget based on district resources and needs.
3. Ensures that all district fiscal, insurance, custodial maintenance, food, and transportation services comply with the policies of the board and the regulations of the District.
4. Ensures the proper functioning and evaluation of district personnel assigned to his/her areas of responsibility.
5. Assists in managing the district systems of accounting, purchasing, investment, insurance, plant construction, plant operation and maintenance, transportation, and food services.
6. Strives to increase the capability of the staff assigned to his/her area of responsibility through consultation and in-service training.
7. Analyzes the effectiveness of district programs in his/her area of responsibility and recommends changes in program direction, staffing, or management strategies as necessary.
8. Strives to increase the efficient use of district resources in his/her area of responsibility.
9. Helps interpret the budget and the district affairs under his/or supervision to interested members of the school district community.
10. Strives to develop personal capabilities in financial strategies and supervisory methods.
 - a. Assists with providing adequate notice of all public meetings of the Board to the members and to those requesting notice in accordance with law, NJSA 1-4-8d, 10-4-19; 18A:10-4, 18A:17-7.
 - b. Assists with recording the minutes of all proceedings of the Board and the results of annual or special school elections.
 - c. Collects tuition fees or other monies due the Board.
 - d. Examines and audits all accounts and demands against the Board, and presents them to the Board at its meetings for consideration.
 - e. Keeps accounts of the district's financial transactions, including a correct detailed accounting of all expenditures.

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- f. Reports to the Board at each regular meeting, but not more often than once per month, the amount of the total appropriations and cash receipts, for each account, and the amounts of warrants drawn against each account, and the amounts of orders or contractual obligations incurred and chargeable against each account.
 - g. Assists with keeping all contracts, records, and documents belonging to the Board.
 - h. Gives the Board a detailed report of its financial transactions at the close of each fiscal year.
 - i. Reports to the Commissioner annually the amount of unpaid school debt, the interest rate payable, the dates of issue, and the due dates of bonds or other indebtedness, NJSA 18A:17-12.
 - j. Prepares a summary of the annual audit and recommendations prior to the meeting of the Board to act thereon and supplying copies of the summary to interested persons, and to prepare the comprehensive Annual Financial Report (CAFR), NJSA 18A:23-4.
 - k. Subscribes to bonds, notes, contracts, and other legal instruments of the board, for which the signature of the Secretary is required..
 - l. Assist with signing all school district warrants and certifying the payroll.
11. Acts as the School Business Administrator/Board Secretary in his/her absence.
12. Perform such other duties as may be required by the Business Administrator / Board Secretary, or the Superintendent of Schools.

Budget and Finance

- 1. 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.
- 2. Assists in keeping accurate and detailed accounts of all financial transactions as prescribed by statute, administrative code and Board policy.
- 3. Assists the BA in auditing claims, invoices and demands against the Board.
- 4. Assists the BA in collecting tuition fees and other monies due to the Board not payable directly to the treasurer of school monies.
- 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.
- 8. Assists the BA in keeping records of the investment of Board funds in accordance with statute and Board policy.
- 9. Assists in the preparation of financial reports and studies inclusive of entry budget transfers and preparing bill lists and check runs for all funds.

Facilities and Operations

- 1. Assists the BA in overseeing the operation and maintenance of school facilities and custodial, grounds and maintenance services. Helps to maintain required reports.

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2. Assists the superintendent and the BA 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.

Record Keeping/Reporting

1. Assists in developing and updating policies for all aspects of the school business operation.
2. Assists the BA / 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.

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.

Miscellaneous

1. Perform such other duties as may be required by the Business Administrator / Board Secretary, or the Superintendent of Schools.

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: Mendham Borough Board of Education

Date: September 23, 2014

Revised: November 13, 2023

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LEGAL REFERENCES:

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

N.J.S.A. 18A:4-14	Uniform system of bookkeeping for all school districts
N.J.S.A. 18A:6-7.1-7.5	Criminal history record; employee in regular contact with pupils; grounds for disqualification from employment; exception
N.J.S.A. 18A:12	School Ethics Act
N.J.S.A. 18A:16-1	Officers and employees in general
N.J.S.A. 18A:17-1	Removal, etc., of secretaries, assistant secretaries, school business administrators and business managers during terms of office
N.J.S.A. 18A:17-2	Tenure of secretaries, assistant secretaries, school business administrators, business managers and secretarial and clerical employees
N.J.S.A. 18A:17-13	Assistant and acting secretaries; appointment, powers and duties
N.J.S.A. 18A:17-14	Clerks in the secretary's office
N.J.S.A. 18A:18A	Public School Contract Law
N.J.S.A. 18A:19	Expenditure of Funds; Audit and Payment of Claims
N.J.S.A. 18A:22	Budget and Appropriations
N.J.S.A. 18A:33	Facilities in general
N.J.S.A. 18A:39	Transportation to and from schools
N.J.S.A. 19:60	School election
N.J.S.A. 47:1A	Public access to government records
N.J.A.C. 6A:9-12.7	School business administrator
N.J.A.C. 6A:23	Finance and business services
N.J.A.C. 6A:26	Educational facilities
N.J.A.C. 6A:26-2	Long range facilities plans
N.J.A.C. 6A:26-3	Capital project review
N.J.A.C. 6A:26A	District comprehensive maintenance plans
N.J.A.C. 6A:27	Student transportation
N.J.A.C. 6A:30	Evaluation of the performance of school districts
N.J.A.C. 6A:32	District operations
N.J.A.C. 6A:32-3.2	Requirements for the code of ethics for district board of education members and charter school board of trustees