

WAYNE TOWNSHIP PUBLIC SCHOOLS
WAYNE, NEW JERSEY
JOB DESCRIPTION

TITLE: E-001 - Assistant Business Administrator / Assistant Board Secretary

EDUCATION AND EXPERIENCE REQUIRED:

1. Bachelor's degree from an accredited college or university.
2. A college degree in accounting, finance, or business administration from an accredited college or university is desired.
3. Five (5) years of experience in school accounting.
4. Experience in a school district or business office operations.
5. Hold a valid driver's license with no serious violations.
6. Have excellent integrity and demonstrate good moral character.
7. Exhibit a personality that demonstrates interpersonal skills to relate well with students, staff, administration, parents and the community.
8. Demonstrate the ability to read, write, speak, understand and/or communicate in English sufficiently to perform the duties of this position.
9. Demonstrate the ability to use electronic equipment for work processing, data management, information retrieval, visual presentations, and telecommunications.
10. Hold a valid New Jersey School Business Administrator's Certificate or obtain the subject certificate within two (2) years of employment.

REPORTS TO: Business Administrator / Board Secretary.

JOB GOAL: The Assistant Business Administrator / Assistant Board Secretary directly assists the Business Administrator / Board Secretary in achieving district goals for pupils by providing leadership and supervision in the district program of fiscal management and in other assigned programs.

PERFORMANCE RESPONSIBILITIES:

1. Establishes and maintains long-range and other fiscal plans.
2. Prepares the annual budget based upon 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, 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.
 - 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.

TERMS OF EMPLOYMENT:

Salary and work year to be determined by the Board of Education, pending approval by the County Superintendent.

ANNUAL EVALUATION:

Performance of this position will be evaluated annually in accordance with the Board's policy on the evaluation of non-certificated staff.

PHYSICAL REQUIREMENTS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job.

Unless reasonable accommodations can be made, while performing this job the staff member shall:

- 1. Use strength to lift items needed to perform the functions of the job.
- 2. Sit, stand and walk for required periods of time.
- 3. Speak and hear.
- 4. Use close vision, color vision, peripheral vision and depth perception along with the ability to focus vision.
- 5. Communicate effectively in English, using proper grammar and vocabulary. American Sign Language or Braille may also be considered as acceptable forms of communication.
- 6. Reach with hands and arms and use hands and fingers to handle objects and operate tools, computers, and/or controls

BOARD APPROVAL DATE: November 18, 2021, Agenda Item M-5