

EAST NEWARK SCHOOL

DISTRICT JOB DESCRIPTION

TITLE: **BUSINESS ADMINISTRATOR / BOARD SECRETARY**

QUALIFICATIONS:

1. Valid New Jersey School Business Administrator Certificate.
2. Previous experience as a school business administrator and board secretary preferred.
3. Experience in budget preparation and administration; understanding of statutory and code requirements related to school budget.
4. Understanding of the principles and practices of financial accounting and reporting procedures consistent with statute and code.
5. Knowledge of statutory requirements in school districts related to insurance, purchasing, transportation, food services, school plant operations, and facility planning
6. Demonstrated organizational, communication and interpersonal skills.
7. Successful experience in human resource management and understanding of statutory requirements related to public employment and collective bargaining.
8. Required criminal history check and proof of U.S. citizenship or resident alien status.

REPORTS TO: Superintendent

SUPERVISES: Business Office Support Staff

PERFORMANCE RESPONSIBILITIES:

1. Budgeting and financial planning. Assists in the planning and preparation of the annual budget, as well as long-term planning in terms of community resources and needs. Recommends new and/or revised accounting methods for the school district. Management of a budget control system.
2. Purchasing and supply management. Responsible for all purchasing in accordance with the law and all school board policy.
3. Plant planning and construction. Works with other administrators, architects, attorneys and financial advisors in planning construction, contracting and in acquiring suitable financing.

PERFORMANCE RESPONSIBILITIES (CONTINUED):

4. School community relations. In cooperation with the Chief School Administrator and the district board of education, helps interpret the budget and other applicable financial areas.
5. In-service training. Directs programs of in-service training to improve school business management.
6. Operation and maintenance of plant. In cooperation with the Chief School Administrator, assumes the responsibility for the supervision of maintenance and operation of facilities.
7. Transportation. Is responsible for the operation and business aspects of contracted transportation services.
8. Food Services. Is responsible for the business operation of food services and the efficient business management of the school lunch program.
9. Accounting and reporting. Supervises the accounting system necessary to provide the district board of education and administrators with accurate financial reports.
10. Insurance. Has general responsibility for the maintenance of the insurance program.
11. The board secretary/business administrator shall serve as secretary to the board of education and perform those duties assigned to that office by statute and the bylaws of the board of education.
12. Consults with the Superintendent and other personnel on questions relating to the district's business affairs.
13. Supervises the preparation of payroll and maintains all records regarding budget, federal withholding tax, social security, pension, tax shelters, health benefits, unemployment and investments.
14. Reports to the board the financial status of the district on a monthly basis.
15. Consults with County authorities regarding all school board elections.
16. Documents and maintains the maintenance of all records so as to guarantee their availability, including, but not limited to:
 - a. Reports
 - b. Minutes of all board meetings
 - c. Contracts
 - d. Communications and publications

PERFORMANCE RESPONSIBILITIES (CONTINUED):

17. Prepares all meeting agendas in consultation with the Superintendent.
18. Is responsible for the financial accounting of all federal and state funded projects.
19. Certifies the Teachers' Pension and Annuity Fund and the Public Employees Retirement System.
20. Is responsible for the development and implementation of the district's five-year facility maintenance plan.
21. Oversees maintenance of computer edit and update control system; i.e., data accuracy and overexpenditure control.
22. Oversees the activities of the data processing services as related to the district business operations and other various computer services.
23. Performs such other duties and services outlined in the policy of the board of education, as prescribed by the commissioner and the state board of education and as may be directed by the board and superintendent.

TERMS OF EMPLOYMENT: This is a twelve month

position. **EVALUATION:** Chief School Administrator

The performance of this position will be evaluated annually in accordance with state law and the provisions of the Board's policy on the evaluation.

Approved: January 27, 2020