

# WARREN HILLS REGIONAL

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

**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

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

**JOB GOAL:**

To perform all requisite secretarial and clerical services concerned with the operation of the office of the Business Administrator including assistance to professional staff, non-professional staff and the public.

**PERFORMANCE RESPONSIBILITIES:**

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 moneys due to the board.
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 the BA in keeping records of the investment of board funds in accordance with statute and board policy.
8. Assists in completing and filing annual reports in connection with the school lunch program. File monthly reports with the Department of Agriculture all in accordance with the new SNEARS program. Perform income verifications and file necessary state reports with the appropriate agencies.
9. Assists in management of Student Activities Accounts, make deposits, issue checks and reconcile monthly. Prepare required reports for board agenda and for schools.
10. Assists in maintaining scholarship accounts in collaboration with the guidance department including charts for miscellaneous scholarships. Prepare checks for colleges as needed.
11. Gather information and prepare E-Rate forms required for reimbursement.

### Facilities and Operations

1. Assists in the efficient operation of the district's food services program; ensures that procedures are in accordance with law and regulations.
2. Assists in the preparation of all transportation contracts with contractors, obtain signatures and file packets with county office. Prepare joint transportation contracts, as needed, with various municipalities and file same with the county office. Maintain charts of all transportation costs.

### Record Keeping/Reporting

1. Assists the BA / board secretary in maintaining the records and papers of the board, and makes public records available for public inspection.
2. Maintains a log of general correspondence and drafts responses to inquiries.
3. Attends meetings and training sessions, representing the school district and accurately recording items that must be handled by the district.
4. 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.
5. 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. Performs such other duties as may be assigned by the business administrator and/or superintendent.

**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.

Adopted: June 20, 2017

### **LEGAL REFERENCES:**

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

<u>N.J.S.A. 18A:4-14</u>	Uniform system of bookkeeping for all school districts
<u>N.J.S.A. 18A:6-7.1-7.5</u>	Criminal history record; employee in regular contact with pupils; grounds for disqualification from employment; exception
<u>N.J.S.A. 18A:12</u>	School Ethics Act
<u>N.J.S.A. 18A:16-1</u>	Officers and employees in general
<u>N.J.S.A. 18A:17-1</u>	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:9-12.7	School business administrator
<u>N.J.A.C.</u> 6A:23	Finance and business services
<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:26A	District comprehensive maintenance plans
<u>N.J.A.C.</u> 6A:27	Student transportation
<u>N.J.A.C.</u> 6A:30	Evaluation of the performance of school districts
<u>N.J.A.C.</u> 6A:32	District operations
<u>N.J.A.C.</u> 6A:32-3.2	Requirements for the code of ethics for district board of education members and charter school board of trustees