

**BA/BS ADMINISTRATIVE ASSISTANT
CONFIDENTIAL EMPLOYEE**

QUALIFICATIONS:

1. High School diploma.
2. Proficient computer skills: Windows 10, Microsoft Office Suite and Google Suite programs.
3. Proficiency in all secretarial skill areas including typing, filing and communication skills.
4. Accounts Payable experience.
5. Prior employment in responsible accounts receivable/payable position and/or bookkeeping.
6. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.
7. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.

REPORTS TO: School Business Administrator/Board Secretary/CSA

JOB GOAL: Under the direction of the School Business Administrator/CSA, promote and ensure the efficient operation of the Business Office, ensure accuracy in the transactions of school financial matters; to provide services related to financial resources available. Assist in supervision and coordination of identified aspects of the food service program.

ADMINISTRATIVE PERFORMANCE RESPONSIBILITIES:

1. Assists the Payroll/Administrative Assistant in completing all work generated by the School Business Administrator, including confidential reports, correspondence and BOE minutes.
2. Assists in preparation of correspondence and documents, including confidential legal and negotiation matters for the School Business Administrator and the dissemination of information from the Business Office to the staff and public.
3. Coordinates all aspects of purchasing duties as directed by the School Business Administrator.
4. Assists the Business Administrator in the preparation of confidential financial data, information, and strategies during collective bargaining negotiations with represented employees. This will entail:
 - a. Assimilating useful and relevant information to assist and further the goals and strategies of the District's management negotiating team.
 - b. Assisting the Business Administrator and the District's management negotiating team in the evaluation and analysis of the data and information.

- c. To be present, if requested by the District's management negotiating team during collective bargaining sessions to assist the team with retrieval of strategic information and data; and otherwise available for meaningful assistance to the management team during the collective bargaining process.
5. Place all business office supply orders.
6. Assist in preparation of correspondence and reports for the Educational Facilities Manager.
7. Maintains strict confidentiality and high level of professionalism in all duties and functions performed.
8. Shares the responsibility for answering phones during regular business hours.
9. Assists the public and welcomes visitors to the Business Office.
10. Deals with the public and staff in an efficient and positive manner.
11. Performs such other duties as may be assigned by the School Business Administrator/CSA.
12. Assists other staff members with their duties whenever required, including but not limited to, absences and to equalize workloads at peak periods.

BOOKKEEPER PERFORMANCE RESPONSIBILITIES:

1. Maintains miscellaneous records necessary for payroll preparation.
2. Distributes paychecks and mailing of same, when necessary.
3. Is responsible for all records pertaining to employee absences, substitute service, bedside and home instruction relative to the payment of funds.
4. Maintains a complete and systematic set of records of all financial transactions of the district.
5. Reconciles accounts payable checks with bank statements and verifies bank balance with statements.
6. Provides the Treasurer of School Monies with all appropriate backup support documentation on a monthly basis necessary to complete the Treasurer's Report and works cooperatively to resolve any discrepancies between balances, receipts and disbursements.

7. Maintains tuition contracts and ledgers and reconciles against approved enrollments for students sent out of the district.
8. Prepares purchase orders for the Chief School Administrator's office and Educational Facilities Manager and submits for approval to Business Administrator for all purchase orders prepared in the business office.
9. Sets up and controls the double-entry accounting system in accordance with GAAP and the requirements of New Jersey statute.
10. Prepares financial and other budget reports at regular intervals; inclusive of Board Secretary's Report, 1099 MISC, SA-1 Report of Receipts, annual reports and others as appointed by the Business Administrator.
11. Serves as accountant for regular budget and all federal, state, grants and projects approved by the Board.
12. Cooperates with the auditors and provides information to them as requested.
13. Works with the School Business Administrator in preparation of the annual budget and provides confidential information regarding negotiations and budget impact aid strategies.
14. Reports to the School Business Administrator on the accounting affairs of the district and recommends changes and improvements as needed.
15. Collects fees for tuition, transportation, rental and other monies due the Board.
16. Performs such other duties as may be assigned.
17. Oversees maintenance and repairs of office equipment.
18. Keeps school insurance policies current, processes all claims and follows up all claims.
19. Handle all aspects of Aid in Lieu payments. Payment information provided by CST/Transportation Secretary.
20. Processes all tuition reimbursement for faculty and coordinates with Payroll/Administrative Assistant on proper placement on salary guide.
21. Maintain and process workshop scheduling and coordination for all district employees and the Board of Education.
22. Prepares supply requests for bids/quotations when necessary, other than coordinated purchases, responsible for legal bid ads and bid awards.
23. Handles student council funds including disbursements, deposits and reconciliation of accounts.

24. Assists in ordering all materials necessary for the 8th grade and preschool graduation ceremonies.
25. Schedules class field trips and coordinates with the Transportation Coordinator.
26. Assists in the preparation of confidential material that is to be delivered to the Board of Education.
27. Assists in the dissemination of memos and information from the Board Office to the staff and the public.
28. Sends follow-up letters from Board Secretary; advertises Meeting Notices in newspapers and schools.
29. Works with the Board Secretary to schedule and comply with regular School Election statutes and referendums requirements.
30. Maintains Use of Facilities scheduling.
31. Processes electronic banking transactions to include wire transfers and inter fund transfers as needed.

NUTRITION PROGRAM PERFORMANCE RESPONSIBILITIES:

1. Pay invoices for food program expenses.
2. Assist in preparation of year-end accounts payable liabilities for District auditor.
3. Perform such other duties related to the lunch program as may be assigned by the School Business Administrator/CSA.

TERMS OF EMPLOYMENT: Twelve month year. Contract terms and compensation terms to be determined by the Board of Education.

EVALUATION: Performance of this job will be evaluated annually by Business Administrator and /or Chief School Administrator in accordance with state law and provisions of the Boards policy on evaluation of non-certificated staff.

APPROVED BY: MONTAGUE TOWNSHIP BOARD OF EDUCATION _____ (Date)

LEGAL REFERENCES:

N.J.S.A. 18A: 6-7.1 Criminal history record
 N.J.S.A. 18A: 16-1 Officers and employees
 N.J.S.A. 18A: 16-2 Physical examination
 N.J.A.C. 18A: 17-2 Tenure of secretarial and clerical employees
 N.J.A.C. 6:29- 7.4 Requirements of physical examination
 Immigration Reform and Control Act of 1986, 8 U.S.C.A. 1100 et seq.

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