

TITLE: SCHOOL BUSINESS ADMINISTRATOR/BOARD SECRETARY

REPORTS TO: CHIEF SCHOOL ADMINISTRATOR AND BOARD OF EDUCATION

TERMS OF
EMPLOYMENT: 12 MONTHS

QUALIFICATIONS: 1. Master's Degree in Education or Related Field
2. N.J. Certification as a School Business Administrator
3. Minimum of three years of administrative experience
4. Such alternatives to the above qualifications as the Board may find appropriate

SCHOOL BUSINESS ADMINISTRATOR

PERFORMANCE RESPONSIBILITIES:

The School Business Administrator is responsible to the Chief School Administrator. He/she shall hold a School Business Administrator's certificate prescribed by the State Board of Education, and he/she shall be considered a member of the professional staff of the school district. In addition to his/her role as Business Administrator, he/she also serves as secretary to the Board of Education.

As Business Administrator, he/she shall have the following responsibilities and the authority to execute them effectively:

1. Prepares, presents, and interprets the annual school budget.
2. Provides general supervision and coordination of all business affairs, including supervision of the accounting system necessary to provide the Board of Education and administrators with accurate financial records, reports and information.
3. Certifies all payrolls and items related thereto. These items include withholding tax, pension fund contributions, insurance premiums, social security taxes, hospitalization deductions, etc.
4. Is responsible for all school purchasing in accordance with state laws and regulations and in harmony with local school board policies.
5. Exercises expenditure control through account allocation and determination of fund availability prior to commitment.
6. Performs internal audit to check authority to support purchases and determine that merchandise and services have been received.
7. Recruits, supervises and evaluates personnel for positions in the area of school business operation.

8. Administers approved regulations for the rental or use of school buildings and grounds for other than school groups.
9. Responsible for all advertisements for bids and shall supervise the letting of all contracts.
10. Is responsible for contractual transportation services for all district children, including non-public and special education pupils relative to the payment of funds.
11. Is responsible for all records pertaining to employee absences, substitute service, bedside and home instruction relative to the payment of funds.
12. Is responsible for the preparation of all reports to the Board for work under his/her supervision, including a monthly cash report in cooperation with the Treasurer of School Moneys.
13. Prepares, completes and submits appropriate State/Federal Grants and NJ Homeroom requirements (i.e. EWEG (IDEA), ESSA, EXAID, etc.)
14. Performs other duties which may be written within the scope of his/her employment as may be assigned by the Chief School Administrator under the Board of Education authority.
15. Oversees the operation and maintenance of all school facilities and supervises custodial, grounds and maintenance services. ensures that all local, State/Federal standards for the health and safety of students and staff are maintained and that required reports are maintained.
16. Is responsible for the efficient operation of the district's food service program; ensures that procedures are in accordance with law and regulations; and supervises food service personnel.
17. Is responsible for the safe, efficient operation of the student transportation program;
18. Ensures proper maintenance of district-owned buses; reviews routes; and handles the business aspects of contracted transportation services.
19. Performs other duties which may be written within the scope of his/her employment as may be assigned by the Chief School Administrator under the Board of Education authority.

BOARD SECRETARY

PERFORMANCE RESPONSIBILITIES:

The Board Secretary shall carry out the non-educational functions of the school system. The specific duties of the office shall be assigned with the authority and responsibility to carry them out under the general direction of the Board of Education. In addition to his/her role as Board Secretary, he/she also serves as the Business Administrator. In this latter role, he/she is directly responsible to the Chief School Administrator.

1. Is the custodian of all securities, documents, title papers, record books and other papers of the Board.
2. Prepares all regular, special and executive session minutes of the Board.
3. Collects moneys due the Board and deposits same with the Treasurer of School Moneys.
4. Preserves in his/her office all accounts, vouchers and contracts relating to the public school.
5. Exercised expenditure control through account allocation and determination of fund availability prior to commitment.
6. Certifies all payrolls and items related thereto. These items include withholding tax, pension fund contributions, insurance premiums, social security taxes, hospitalization deductions, etc.
7. Assists with payroll as follows:
 - a. Oversees 24 payrolls per year;
 - b. Submits all enrollment and transfer forms to Division of Pensions;
 - c. Checks and distributes W-2 forms, if necessary.
 - d. Checks computer printouts;
 - e. Oversees payroll agency receipts and disbursement reports on a monthly basis;
 - f. Reviews quarterly reports;
 - g. Reviews monthly labor distribution and checks transmittal for submission to the computer in preparation of budget reporting each month;
 - h. May confer with teachers and other employees in answering questions concerning their checks, etc.
8. Performs internal audit which shall include:
 - a. Checking authority to support purchases
 - b. Determine that merchandise and services have been received.

9. Is in charge of all advertisements for bids and shall supervise the letter of all contracts.
10. Is responsible for the preparation of all reports to the Board for work under his/her supervision, including a monthly cash report in cooperation with the Treasurer of School Moneys.
11. Prepares and distributes all meeting notices in compliance with the Open Public Meetings Act.
12. Conducts the annual election and/or other special elections which include the following:
 - a. Receives and checks petitions;
 - b. Conducts drawing for position on the ballot;
 - c. Advertises budget and hearing;
 - d. Calls Election Board members and instructs them concerning election procedures;
 - e. Requests and obtains copy signature registers from the County Election Board;
 - f. Has ballots printed;
 - g. Obtains supplies for election;
 - h. Compiles election reports;
 - i. Posts at least 7 election notices;
 - j. Takes responsibility for numerous other duties in connection with carrying out the election procedures, all of which have to be done on a timely basis in order to comply with statutes.
13. Maintains file for all insurance policies.
14. Invests Board funds in accordance with Board policy.
15. Performs other duties which may be written within the scope of his/her employment as may be assigned by the Chief School Administrator under the Board of Education authority.

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