

School District of the Chathams



**259 Lafayette Avenue
Chatham, New Jersey 07928**

JOB DESCRIPTION

Assistant to the Business Administrator/Board Secretary

QUALIFICATIONS

- College degree in Business, Accounting, Finance or related field
- School Business Administrator's Certificate (preferred)
- Experience in budget preparation and administration; understanding of statutory and code requirements related to school budgeting, strong background in accounting and finance
- Ability to manage staff
- Required criminal history background check, proof of U.S. citizenship or legal resident alien status, meets NJ Residency requirements
- Required physical examination, meeting standards outlined in the District Physical Examination Form.

REPORTING STRUCTURE

Business Administrator/Board Secretary

OVERSIGHT

Business office staff

PERFORMANCE RESPONSIBILITIES

- 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
- Assists in keeping accurate and detailed accounts of all financial transactions as prescribed by statute, administrative code and board policy
- Assists the BA with carrying out all business operations for the district
- Oversees the collection of tuition fees and other moneys due to the board not payable directly to the treasurer of school moneys
- Handle accounting for state and federal programs as well as local grants. Act as primary liaison for annual audit
- Assists in procurement of supplies and equipment for the district in accordance with law and board policies
- Assists the BA in overseeing the operation and maintenance of school facilities and custodial, grounds and maintenance services. Helps to maintain required reports

- Assists in the efficient operation of the district's food services program; ensures that procedures are in accordance with law and regulations
- Assists in administering the district's insurance/ risk management program
- Assists in operation of the student transportation program
- Attends meetings and training sessions, representing the school district and accurately recording items that must be handled by the district.
- Assists in scheduling the use of school buildings and grounds by authorized groups in accordance with board policies.
- Assists in the oversight of the preparation of the district payroll and ensures proper maintenance of records related to auditing requirements, tax laws, and employee benefits. Also assists with implementing hospitalization, major medical and other types of board-approved employee benefit plans
- Assists the BA in keeping records of the investment of board funds in accordance with statute and board policy
- Assists in developing and updating policies for all aspects of the school business operation
- Assists the BA / board secretary in maintaining of all records and papers of the board, and makes public records available for public inspection
- Maintains a log of general correspondence and drafts responses to inquiries
- When assigned, attends district school board meetings and speaks on assigned topics
- Performs other duties as assigned for the efficient operation of the Business Office to increase effectiveness and reduce costs for the ultimate benefit of the education program

TERMS OF EMPLOYMENT

Work year and salary to be determined by the board

EVALUATION

Performance of this job will be evaluated annually in accordance with state law and the provisions of the board's policy on evaluation of certified staff.

Job Description adopted by the School District of the Chathams □ Chatham, New Jersey

Adopted: 01/13/2020]