

School District of the Chathams



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

JOB DESCRIPTION

Business Administrator/Board Secretary

QUALIFICATIONS

- School Business Administrator's Certificate
- CPA and/or Masters Degree in Business Administration
- Central Office experience
- 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

- As Business Administrator reports to the Superintendent; as Board Secretary reports to the Board of Education.

OVERSIGHT

All Business office, custodial, and maintenance staff

PERFORMANCE RESPONSIBILITIES

- Supervise the daily operations of the Business Office
- Assist in the financial management of the school system, including budget, methods, format, presentation and controls
- Provide monthly account to the Board of Education of all income and expenditures.
- Assist in the projection of revenue and expenditures, preparation of prospective for bond sales, management of short-term investment portfolio and the like
- Assume responsibility for insurance records and insurance accounting
- Supervise payroll functions, including agency accounts, taxes and Free & Reduced Lunch Program
- Supervise all accounting operations
- Maintain continuous internal auditing program for all fund accounts
- Supervise the purchase of all materials and preparation of bid specifications
- Approve all invoices and purchase orders

- Supervise the investment of Board of Education funds
- Plan the amortization schedule of new bond issues
- Assist in preparing finance agenda items for Board meetings
- Work with district Administrators in budget preparation, purchasing and accounting for funds
- Carry out all functions of the Certified School Business Administrator/Board Secretary as identified in N.J.S.A. 18A and in Board policies
- Examine and audit all accounts
- Collect all monies (taxes, state aid, tuition, miscellaneous revenue, etc.)
- Complete all State and Federal financial reports as prescribed by law
- Publish all legal notices concerning district business
- Assist in recruiting, hiring, training, supervising and evaluating support staff in the Business Office
- Performs other duties as assigned for the efficient operation of the school district to increase the effectiveness and reduce costs to the ultimate benefit of the district.

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]