

Township Of Union Public Schools

Job Description

TITLE: ASSISTANT 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

SUPERVISES: Business Operations Staff

JOB GOAL:

To assist the Business Administrator in managing the business affairs of the district efficiently and effectively to ensure that educational support services help to achieve the educational goals of the district with the available financial resources.

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 not payable directly to the treasurer of school moneys.
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 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.
8. Assists the BA in keeping records of the investment of board funds in accordance with statute and board policy.

Approved by: Township of Union Public Schools

Date:

Reviewed and agreed to by:

Date:

Revised:

LEGAL REFERENCES:

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

N.J.S.A. 18A:4-14

N.J.S.A. 18A:6-7.1-7.5
grounds

N.J.S.A. 18A:12

N.J.S.A. 18A:16-1

N.J.S.A. 18A:17-1

N.J.S.A. 18A:17-2

employees

N.J.S.A. 18A:17-13

N.J.S.A. 18A:17-14

N.J.S.A. 18A:18A

N.J.S.A. 18A:19

N.J.S.A. 18A:22

N.J.S.A. 18A:33

N.J.S.A. 18A:39

N.J.S.A. 19:60

N.J.S.A. 47:1A

N.J.A.C. 6A:9-12.7

N.J.A.C. 6A:23

N.J.A.C. 6A:26

N.J.A.C. 6A:26-2

N.J.A.C. 6A:26-3

N.J.A.C. 6A:26A

N.J.A.C. 6A:27

N.J.A.C. 6A:30

N.J.A.C. 6A:32

N.J.A.C. 6A:32-3.2

Uniform system of bookkeeping for all school districts
Criminal history record; employee in regular contact with pupils;
for disqualification from employment; exception
School Ethics Act
Officers and employees in general
Removal, etc., of secretaries, assistant secretaries, school business
administrators and business managers during terms of office
Tenure of secretaries, assistant secretaries, school business
administrators, business managers and secretarial and clerical

Assistant and acting secretaries; appointment, powers and duties
Clerks in the secretary's office
Public School Contract Law
Expenditure of Funds; Audit and Payment of Claims
Budget and Appropriations
Facilities in general
Transportation to and from schools
School election
Public access to government records
School business administrator
Finance and business services
Educational facilities
Long range facilities plans
Capital project review
District comprehensive maintenance plans
Student transportation
Evaluation of the performance of school districts
District operations
Requirements for the code of ethics for district board of education
members and charter school board of trustees