



SCHOOL BUSINESS ADMINISTRATOR/BOARD SECRETARY

Qualifications:

1. Bachelor's Degree in Accounting or Business Management
2. School Business Administrator certificate or certificate of eligibility
3. Experience in fiscal management, financial accounting and reporting, administration of non-instructional school district operations, budget preparation, statutory requirements and accepted practices in school districts related to insurance, purchasing, transportation, food services, school plant operations, facility planning, human resource management, and collective bargaining.
4. Strong organizational, communication, and interpersonal skills
5. Such other alternatives to the above qualifications that the Board may find appropriate and acceptable.

Reports To: Superintendent of Schools

Bond: Employee must be bonded.

Job Goal: The School Business Administrator/Board Secretary shall serve in the position that is responsible for complying with school law and related laws that merge with school district operations. He or she shall be responsible for all matters pertaining to school finances and the operation of the school facilities as designated by law and/or assigned by the Board of Education. He or she shall sit with the Board but have no vote. To ensure efficient operation of the Board of Education in compliance with duties specified by laws, statutes, and directives and to supervise, manage, and coordinate 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:

1. Attend and participate in all meetings of the Board except when excused by the Superintendent or at the Board's discretion.
2. Serve as Secretary to the Board of Education as delegated by statute.
3. Comply with the Open Public Meetings Act regarding notice of meetings, etc. and informing Board members, administrators, solicitor, etc. of meetings.
4. Provide for the appropriate recording of Board business and actions and preparing minutes of the Board meetings in a proper minute book.
5. Conduct reorganization meeting through the election of officers.
6. Determine budgetary needs and requirements for development of the annual budget.
7. Assist the Superintendent in the preparation of the annual school budget and administer all phases of the budget throughout the year.
8. Prepare, in consultation with the Superintendent, the annual operating budget recommendations and adhere to the schedule of budget deadlines prescribed by law.
9. Implement the Board approved budget.
10. Maintain inventories to serve budget preparation, general accounting procedures, and supply requisitions.
11. Present a detailed report of the financial status of budget allocations.

12. Advise the Superintendent when new and/or revised policies are necessary that relate to the responsibilities designated for the position of School Business Administrator/Board Secretary.
13. Prepare and submit recommendations relative to all matters within the School Business Administrator/Board Secretary's job description requiring Board action and planning before the Board such necessary and helpful facts, information, and reports as are needed to ensure the making of informed decisions on the recommendations.
14. Act as the Board's liaison officer to work closely with agents in connection with school finances.
15. Assist District employees with payroll, pension, benefits, purchase requisitions, etc.
16. Provide administration of benefit programs.
17. Evaluate Business Office personnel in accordance with law and Board policies and procedures.
18. Administer the financial accounting system and data processing including payrolls and agency accounts and report all financial matters to the Superintendent and the Board.
19. Interact with the Treasurer of School Funds.
20. Account and report detailed monthly financial reports in advance of the agenda meeting each month.
21. Collect assessed tuition and other fees not directly payable to the Treasurer of School Funds.
22. Invest Board funds as directed by Board action.
23. Administer the insurance programs and any claims that may occur.
24. Report to the commissioner annually the amount of unpaid school debts, the interest rate payable, the dates of issue, and the due dates of bonds.
25. Audit all account and demands, prepare an annual summary for the auditor, and give the Board a detailed report of its financial transactions at the close of each fiscal year and file a copy with the County Superintendent.
26. Request tax monies from the local government and prepare certification of taxes and file with the appropriate agencies.
27. Serve as official purchasing agent of the Board and establish procedures for the acquisition of supplies and equipment for the District in accordance with law and Board policies.
28. Serve as general accountant of the Board and keep correct and detailed accounts of all financial transactions as prescribed by statute and approved Board policy.
29. Assume responsible for the auditor of all claims, invoices, and demands against the Board, present them for approval, and forward them to the Treasurer of School Funds for payment.
30. Report to the Board at each regular meeting the amounts appropriated, expended, and transferred into or out of an item of appropriation for each item of appropriation shown on the prescribed budget form.
31. Report to the Board once each month the amount of appropriations and the cash receipts for each account and the amounts for which warrants have been drawn against each account and the amounts of orders or contractual obligations incurred and chargeable against each account since the previous report.
32. Certify to the Board each month that no budget line item has been over expended.
33. Prepare a synopsis or summary of the annual audit and recommendations prior to the holding of the Board meeting to take action thereon. A copy of the synopsis or summary shall be made available for distribution to interested parties at the meeting.
34. Collect tuition fees and other moneys due to the Board not payable directly to the Treasurer of School Funds and transmit such funds to the Treasurer.
35. Oversee the preparation of the District payroll and ensure proper maintenance of records related to auditing requirements, tax laws, and maintenance of records related to auditing requirements, tax laws, and employee benefits and is responsible for implementing hospitalization, major medical, and other types of Board-approved employee benefits plans.
36. Purchase and supply materials, equipment, supplies, etc., in accordance with Board policy and law in compliance with the Public School Contracts Law.
37. Receive and process requisitions and requests for materials, supplies, equipment, etc.

38. Process invoices/vouchers for purchasing, receiving materials, and payment upon approval of bills.
39. Prepare specifications for bidding, advertising, and receiving bids when required with the assistance of Board-approved employees and/or consultants.
40. Assist in the planning for renovation and constructing of buildings and grounds in conjunction with the Superintendent and architect subject to Board approval.
41. Assist the Superintendent and Board in acquiring and administering financing for the construction, improvement, or repairs of buildings and grounds.
42. Administer contracted transportation services and reports.
43. Maintain all employee records including absences, bedside, and home instruction assignments.
44. Maintain financial records into perpetuity of until destruction is allowed under NJAC 15:3-2.
45. Maintain contracts, records, and documents belonging to the Board.
46. Establish final minute record books and the storage of the accumulated meeting minutes.
47. Post and resolve inventories for distribution and receiving to maintain accurate and continuous inventory lists.
48. Formulate standards specifications, where practical, for all education supply items and equipment.
49. Dispose of obsolete equipment and materials.
50. Process annual Board election procedures and record results of any annual or special school elections.
51. Direct the Board elections process.
52. Safeguard and maintain all records and papers of the Board.
53. Transmit to the County Superintendent the names of newly elected or appointed Board members who have completed the state-required training program provided by the New Jersey School Boards' Association.
54. Manage the processes related to the state Financial/Relative Personal Disclosure Statements.
55. Ensure that all local, state, and federal standards for the health and safety of students and staff are maintained and that required reports are maintained.
56. Responsible for the efficient operation of the District's food services program and ensure that procedures are in accordance with law and regulations.
57. Administer the District's insurance/risk management program.
58. Act as agent of the Board in site acquisitions and sale/lease of property and schedule the use
59. Assist Superintendent and Board in developing and updating policies for all aspects of the school business operation.
60. Participate in the activities of educational organizations and other appropriate organizations and other in-service opportunities to facilitate professional growth.
61. All other duties relative to the position as assigned by the administration.

Terms of Employment: 12-Month Position (July 1st through June 30th)

Salary: Based on the Board-approved rate

Evaluation: Performance of this position shall be evaluated in accordance with Board policy.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.

Adopted: August 13, 2001
Amended: October 16, 2018

“Clayton Schools...In Pursuit of Excellence”