

**JOB DESCRIPTION**

**BOARD SECRETARY/SCHOOL BUSINESS ADMINISTRATOR**

(Combined Position)

- Qualifications:**
1. New Jersey Certificate--School Business Administrator (18A:17-14).
  2. A minimum of five years experience in the field of school finance.
  3. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

**Reports to:** Superintendent and Board of Education

**Supervises:** Secretarial Assistant and Custodial Staff

**Job Goal:** To execute those duties specified by law for the Board of Education and execute those duties prescribed by Statute necessary to carry out the financial responsibilities for the district.

**Performance Responsibilities as Board Secretary:**

1. Is custodian of all securities, documents, title papers, records, and other papers belonging to the Board.
2. Is the general accountant of the Board and keeps a correct and detailed account of all financial transactions as prescribed by the Statute and the rules and regulations of the Board.
3. Acts as the official purchasing agent of the Board of Education, signing all purchase orders.
4. Audits all claims, invoices, and demands against the Board of Education. Internal auditing functions include:
  - a. Checking proper authority to support all purchases in accordance with the rules and regulations of the Board of Education.
  - b. Checking that all merchandise and/or services have been received and accounted for.
  - c. Checking that all bills are correct and proper.

- d. Certifying to the Board the amount of all bills and checking their legality, if necessary.
- e. On a monthly basis, inputs all bills, receipts and handwritten checks to produce a bill list, receipts, budget detail and Secretary's Report.
5. Is responsible for the advertisement and tabulations of all bids and the preparation of all contracts in the name of the Board.
6. Attends all Board meetings, records all proceedings of the Board and, in coordination with the Superintendent of Schools handles Board correspondence.
7. Pays all bills pending A-149 report indicating sufficient funds are available and releases checks with appropriate signatures.
8. Reports to the Board at each regular meeting through the Secretary's and Treasurer's Reports the status of accounts:
  - a. The amount of the total appropriations and the cash receipts and expenditures for each account.
  - b. Makes available said records to the treasurer of school moneys.
9. Notifies all members of the Board of all regular and special meetings of the Board.
10. Presents to the Board at the end of each school year but not later than October 15, a detailed report of the financial transactions of the preceding school year.

**Performance Responsibilities as School Business Administrator:**

The School Business Administrator assists in carrying out the business and non-educational functions of the school system. He/she is assigned the following duties, with authority and responsibility to carry them out under the general supervision of the Superintendent.

1. Prepares and inputs the payroll to the computer company, maintains records of Federal Withholding Tax, Social Security, Pension Fund, and other deductions authorized by Statute and local negotiated agreements.

2. Is responsible along with the Superintendent for all plans or specifications for the construction or repair of school buildings and grounds and has the authority to reject any material, workmanship, or supplies which do not conform to the standard of the specifications or contract thereof.
3. In consultation with the Superintendent, prepares the district budget. Develops an appropriate Chart of Accounts which will reflect the approved budget.
4. Approves all requisitions in terms of allocation to accounts and determination of availability of funds before approval is given.
5. Is responsible for an up-to-date inventory of all school property.
6. Is responsible for the maintenance and re-evaluation of adequate insurance coverage for the personnel and property under the supervision of the school district.
7. Is responsible for the district data processing operations.
8. Supervises and coordinate the total maintenance and custodial program within the district.
9. Is responsible for the general supervision and financial reporting to the Board for the operation of the cafeteria.
10. Makes all financial records and transactions available to the audit team on an annual basis and provides necessary commentary to same.
11. Is responsible from time to time for such special duties, assignments, or surveys that may be assigned in the interests of the educational program.
12. Implements and supervises the school transportation program.
13. Responsible for all legal and construction issues related to the bond referendum.

**Terms of Employment:** Contract terms and salary to be negotiated with the Board.

**Evaluation:** Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.

**Introduced:** May 31, 1989

**Adopted:** May 31, 1989

**Revised:** June 30, 1994  
November 18, 1999  
November 16, 2000