

## **School Business Administrator/Board Secretary**

Branchburg Township School District

Branchburg, New Jersey

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- I. Title:** School Business Administrator
- II. Qualifications:**
- A Bachelor's degree in accounting or finance and a Master's Degree or a currently valid Certified Public Accountant License.
  - Valid New Jersey School Business Administrator Certificate or Certificate of Eligibility.
  - A minimum of five years' experience in public school business operations, with specific experience in fund accounting and payroll operations.
  - Knowledge of NJ Pension Systems and health benefits.
  - Knowledge of Federal/State tax and pension laws/regulations, GAAP, and New Jersey school law/regulations and its application to financial matters.
  - Experience with computer applications in payroll and fund accounting; demonstration of strong computer and spreadsheet skills.
- III. Reports To:** Board of Education
- IV. Supervises:**
- Secretary to The Business Administrator/Board Secretary
  - School Accountant
  - Accounts Payable
  - Buildings and Grounds Supervisor
  - Transportation Supervisor
- V. Job Goal:** The Business Administrator/Board Secretary shall strive to achieve district goals for pupils by providing leadership and supervision in the district program of fiscal management and in other assigned programs.
- VI. Performance Responsibilities:**
- A. **Fiscal and Budgeting:**
- Establish and maintain long-range and other fiscal plans.
  - Prepare the annual budget based upon district resources and needs.
  - Ensure that all district fiscal, insurance, food, and transportation services comply with the policies of the Board and the regulations of the district.
  - Manage efficiently the district systems of accounting, purchasing, investment, insurance, plant construction, plant operation and maintenance, transportation, and food services.

- Help to interpret the budget and the district affairs under his/her supervision to interested members of the school under his/her supervision to interested members of the school district community.
- Be responsible for the preparation and administration of Long-Range Maintenance Plans.
- Develop and administer a system of inventory control and maintain an up-to-date inventory of school property.
- Be responsible for compliance with environmental mandates imposed on School Districts by state and federal agencies.

B. Management Responsibilities:

- Ensure the proper functioning and evaluation of district personnel assigned to his/her areas of responsibility.
- Strive to increase the capability of the staff assigned to his/her area of responsibility through consultation and in-service training.
- Analyze the effectiveness of district programs in his/her area of responsibility and recommend changes in program direction, staffing, or management strategies as necessary.
- Strive to increase the efficient use of district resources in his/her area of responsibility.
- Assist the Superintendent in the development and oversight of capital facilities plans
- Supervise personnel in the business office, the Transportation Supervisor, and the Supervisor of Buildings and Grounds.
- Be responsible for the recruitment, placement and evaluation of all personnel noted above.
- Develop inservice training programs for all non-certified personnel.
- Assist the Superintendent in employee negotiations and administration of negotiated contracts.
- Be responsible for the administration of the School District in the absence of the Superintendent.
- Maintain contact with current administrative and management procedures and technology through attendance at appropriate workshops, conferences and professional meetings.

C. Board Secretary Responsibilities:

- Prepare the Support Services agenda items for all regular and special meetings.
- Prepare and provide each member of the Board, the Superintendent, the School Board Attorney and others as designated by Board policy, with copies of the minutes of the prior meeting.
- Conduct Board correspondence, receiving, presenting and answering correspondence which has been addressed to the Board and handling correspondence originated by the Board.
- Preside at the Annual Organization Meeting before the President elect.

- Prepare periodic reports to the Board regarding the maintenance, repairs and alterations to school district property.
- Be responsible for the conduct of all duties legally assigned to his/her position.
- Providing adequate notice of all public meetings of the Board to the members and to those requesting notice in accordance with law, N.J.S.A. 10:4-8d, 10:4-19; 18A:10-4, 18A:17-7.
- Collecting tuition, fees and other moneys due to the Board in accordance with law, N.J.S.A. 18A:17-8.
- Examining and auditing all accounts and demands against the Board, presenting them to the Board and its meetings, indicating the Board's approval and sending them to the Treasurer for payment, N.J.S.A. 18A:17-8, 18A:19-4.
- Keeping accounts of the district's financial transactions assigned duties and responsibilities as Business Administrator and to the Board for the performance of his/her legal duties as Board Secretary.

**VII. Terms of Employment:**

- 12 month work year

**VIII. Evaluation:**

- Performance of this job will be evaluated annually by April 30 in accordance with state law, administrative code, and the Board's policy on evaluation of the School Business Administrator/Board Secretary.

**Adopted:** March 21, 2002

**Revised:** April 16, 2020