

# FLEMINGTON-RARITAN REGIONAL SCHOOLS

## JOB DESCRIPTION

TITLE: SCHOOL BUSINESS ADMINISTRATOR/BOARD SECRETARY

- QUALIFICATIONS:
1. Valid New Jersey School Business Administrator Certificate or eligibility.
  2. Minimum experience as determined by the Board.
  3. Understanding of the principles and practices of financial accounting and reporting procedures consistent with statute, code and GAAP requirements.
  4. Knowledge of accepted business practices in school districts related to budget preparation and administration, risk management, purchasing, transportation, food services, school plant operations and facility planning.
  5. Demonstrated organizational, communication and interpersonal skills.
  6. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.
  7. Current residency in New Jersey, approved residency waiver or candidate agrees to obtain residency within one year of employment.

REPORTS TO: Superintendent

SUPERVISES: All custodial, maintenance, food service and transportation personnel and business operations staff

JOB GOAL: The School Business Administrator shall report to the Superintendent. He/She shall carry out the non-educational functions of the school system. He/She shall be a member of the Superintendent's administrative team and shall be assigned the following duties, with authority and responsibility to carry them out under the direct supervision of the Superintendent. He/She may act as Board Secretary pursuant to N.J.S.A. 18a:16-1 and N.J.S.A. 18A:17-14.I.

### PERFORMANCE RESPONSIBILITIES:

1. Assists the Superintendent in the preparation of the annual school budget and is responsible for the administration of all phases of the budget throughout the year.
2. Serves as general accountant for the Board. Keeps accurate and detailed accounts of all financial transactions as prescribed by statute, administrative code and Board policy.
3. Assumes responsibility for the audit of all claims, invoices and demands against the Board, presents them for Board approval and submits them to the treasurer of school moneys for payment.

4. Reports to the Board at each regular meeting, but not more often than once per month, the amount of the total appropriations and cash receipts for each account and the amounts of warrants drawn against each account and the amounts of orders or contractual obligations incurred and chargeable against each account, N.J.S.A. 18A:17-10.
5. Gives the Board a detailed report of its financial transactions at the close of each fiscal year and filing a copy with the County Superintendent, N.J.S.A. 18A-17-10.
6. Prepares a summary of the annual audit, recommendations and corrective Action Plan for recommendation prior to the meeting of the Board to act thereon and supplying copies of the summary to interested persons (N.J.S.A. 18A:23-4).
7. Responsible for access to the safe deposit boxes maintained by the Board in the designated depository.
8. Prepares a summary of the annual audit, recommendations and corrective Action Plan for recommendation prior to the meeting of the Board to act thereon and supplying copies of the summary to interested persons (N.J.S.A. 18A:23-4).
9. Collects tuition fees and other moneys due to the Board not payable directly to the treasurer of school moneys and transmits such funds to the treasurer.
10. Serves as the official purchasing agent of the Board and is responsible for establishing procedures for the acquisition of supplies and equipment for the district in accordance with law and Board policies.
11. Assists the Superintendent in projection of facility needs and oversees all construction programs. Helps develop educational standards for sites, buildings and equipment; prepares cost data; and cooperates with architect and construction supervisor during construction programs.
12. Acts as the agent of the Board in site acquisitions and sale/lease of property and is responsible for scheduling the use of school buildings and grounds by authorized groups in accordance with Board policies.
13. He/She shall be responsible for an up-to-date inventory of all school property.
14. Ensures the proper functioning and evaluation of district personnel assigned to his/her areas of responsibility.
15. Strives to increase the capability of the staff assigned to his/her area of responsibility through consultation and in-service training.
16. Analyze the effectiveness of district programs in his/her area of responsibility and recommend changes in program direction, staffing or management strategies as necessary.
17. Strive to increase the efficient use of district resources in his/her area of responsibility.
18. Oversees the operation and maintenance of all school facilities and supervises custodial, grounds and maintenance services. Ensures that all local, state/federal standards for the health and safety of students and staff are maintained and that required reports are maintained.

19. Assists the Superintendent in the development and implementation of a multi-year (3-5 years) comprehensive maintenance plan and the district's long-range facilities master plan.
20. Is responsible for the efficient operation of the district's food services program; ensures that procedures are in accordance with law and regulations; and supervises food service personnel.
21. Administers the district's insurance/risk management program.
22. Is responsible for the safe, efficient operation of the student transportation program; ensures proper maintenance of district-owned buses; reviews routes; and handles the business aspects of contracted transportation services together with Hunterdon Central High School.
23. Oversees the preparation of the district payroll and ensures proper maintenance of records related to auditing requirements, tax laws, pension laws and employee benefits. Is responsible for implementing hospitalization, major medical and other types of board-approved employee benefit plans.
24. Is responsible for investment of Board funds in accordance with statute and Board policy.
25. Assists the Superintendent and the Board in developing and updating policies for all aspects of the school business operation.
26. Safeguards and maintains all records and papers of the Board, and devises a system of acceptable recording and filing to guarantee the safety and availability of all reports, minutes of meetings, contracts, communications and publications, and such other documents as the Board may place in the secretary's custody.
27. Is responsible for the retention and destruction of public documents in accordance with state law and retention schedules and serves as the district's records management officer.
28. Notifies all Board members of regular and special meetings. Calls special meetings whenever requested by the Board President or by a petition signed by a majority of the board. Attends all Board meetings.
29. Records all proceedings of Board meetings, prepares the official meeting minutes and handles all correspondence of the Board.
30. Performs duties related to school elections as required by law and works cooperatively with the county Board of Elections, the County Clerk and district Board of Elections in facilitating all regular and special school elections.
31. Presides at the annual reorganization meeting of the Board until such time as a President is elected.
32. Administers the Oath of Office to newly elected Board members.
33. Annually develops and transmits to the County Superintendent of Schools, on or before February 1, a list of names of the school officials, by office and position, whose responsibilities require the filing of the Financial and Personal/Relative Disclosure Statements.

34. Notifies the County Superintendent of the names of newly elected or appointed Board members to obtain the state-required Financial and Personal/Relative Disclosure Statements and informs the County Superintendent of new administrators or supervisors appointed after the April 30 filing date.
35. Prior to the annual submission to the County Superintendent, checks that the completed disclosure forms have been reviewed to assure that both required forms have been filed; that all questions have been answered or indicated as not being applicable; and that each copy is signed by an original signature.
36. Provides to the County Superintendent the names of all persons on the February 1 list of school officials and all newly elected or appointed persons who have failed to file as required under the law.
37. Notifies the New Jersey School Boards Association of the names of newly-elected or appointed school Board members in a timely manner to ensure the fulfillment of training required by the School Ethics Act.
38. Performs such other duties as may be assigned or required by law, code, regulation/Board policy.

**TERMS OF EMPLOYMENT:** Twelve Month Employee, salary, benefits and leave time as specified in an individual contract negotiated with the Board of Education

**EVALUATION:** Performance of this job will be evaluated annually in accordance with provisions of state law, administrative code, and the Board's policy on evaluation of the Business Administrator/Board Secretary.

**APPROVED BY:** Board of Education

**DATE:** May 28, 2019