

PEMBERTON TOWNSHIP SCHOOL DISTRICT
P.O. BOX 228
PEMBERTON, NEW JERSEY 08068

TITLE: SCHOOL BUSINESS ADMINISTRATOR/BOARD SECRETARY

QUALIFICATIONS:

1. A valid New Jersey School Business Administrator Certificate.
2. A Masters Degree from an accredited college or university or CPA certificate.
3. A minimum of two years administrative experience required.
4. Experience with SFRA (School Funding Reform Act).

REPORTS TO: Superintendent and the Board of Education

JOB GOAL:

To administer the business and support services of the district providing and pursuing all financial resources in establishing cost efficiencies and best practices.

PERFORMANCE RESPONSIBILITIES:

A. School Business Administrator:

1. Responsible for the complete accounting system including the preparation of the payroll, requisitions and purchasing procedures, inventories, and all reports to the Superintendent, the Board of Education, the County, State and Federal Government as prescribed by law.
2. Establishes and maintains long-range fiscal and building plans and prepares the annual budget and 5 Year Long Range Facilities Plans based on district resources and needs.
3. Prepares and interprets all necessary budget guidelines for building and central office administration in preparation of School Based Budgets and NJDOE Regulations.
4. Insures that all district fiscal procedures comply with the laws and regulations of the State, the negotiated agreements and policies of the Board, and the rules of the Superintendent.
5. Recommends to the Superintendent that proper district personnel levels are maintained in the areas of his or her responsibility.
6. Implements the district system of evaluation for non-certified staff under his or her supervision.
7. Increases the capability of the non-certificated staff under his or her supervision through consultation and in-service training.
8. Analyzes the effectiveness of district programs in his or her areas of responsibility and recommend changes in program, staffing, or management strategies as necessary.
9. Develops personal capabilities in financial strategies and supervisory methods.
10. Increases the efficient use of resources toward the achievement of district goals.

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11. Works cooperatively with the administrative staff towards achievement of district objectives.
 12. Assists superintendent or designee in pursuing facilities projects through state and federal grants.
 13. Manages and maintains the fixed asset inventories of all buildings district wide.
 14. Manages and maintains all district liability insurance coverage to protect the interests of the Board of Education.
 15. Assists superintendent or designee in managing and maintaining the operation of the district's school food services and the efficient business management of the school lunch program.
 16. Ensures the timely collection and accurate submission of key state data collections, Application of State School Aid (ASSA) and District Report of Transported Resident Students (DRTRS) that impacts State Aid.
 17. Invests available working capital in accordance with State law.
 18. Prepares the Finance Agenda and makes necessary recommendations for Board approval.
 19. Helps interpret the budget and the district affairs under his/her supervision to interested members of the school community.
 20. Responsible to maintain and insure SEMI compliance for state and federal audits.
 21. Coordinates the operation of the district's school food services and the efficient business management of the school lunch program.
 22. Supervises the transportation of all students in accordance with State law and Board of Education policy.
 23. Responsible for supervising the School Facilities and overall coordination of building repairs and maintenance.
 24. Performs such other related tasks as may from time to time be assigned.
- B. Board Secretary
1. Records the proceedings of the Board of Education and maintains all records, securities, contracts, and title papers of the Board.
 2. Coordinates all special and regular school elections in cooperation with the Township and complies with legal requirements for the issuance of district bonds.
 3. Files all reports required of the Board and the State Department of Education,
 4. Collects moneys due the Board of Education, except moneys apportioned by the County Superintendent of Schools, and deposits same with the Treasurer of School Moneys.
 5. Certifies to the accuracy of all payrolls.
 6. Signs all checks on behalf of the Board.
 7. Keeps a correct and detailed account of all expenditures of school money in the district.
 8. Acts as the custodian of public records in accordance with state laws and codes.
 9. Reports to the Board at each regular meeting on the following:
 - a. The amount of the total appropriations and the cash receipts for each account.
 - b. The amount for which warrants have been drawn and the amount of orders for all contractual obligations since the date of his last report.

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- c. The accounts against which the warrants have been drawn and the accounts against which the contractual obligations are chargeable.
- d. The cash balance and free balance to the credit of each account.
- 10. Posts notices of annual and any special meetings of the legal voters; advertises the election as required by law.
- 11. Performs such other School Board Secretary related tasks as may from time to time be assigned.

TERMS OF EMPLOYMENT:

12 Month Contract

Salary and benefits as determined by the Board of Education

The information contained in this job description is a Board of Education Guideline and may be changed as any time as Pemberton Township School District needs necessitate. Further, this job description does not constitute a written employment contract.

EVALUATION:

Performance of this position will be evaluated in accordance with the Board's policies and procedures on evaluation of District Office Administrators.

ADOPTED BY: Pemberton Township Board of Education

DATE: November 26, 1996

REVISED: August 30, 2001

REVISED: December 16, 2004

REVISED: June 19, 2014

REVISED: October 19, 2017

REVISED: November 29, 2018

REVISED: May 27, 2021