

LONG HILL TOWNSHIP PUBLIC SCHOOLS
ASSISTANT TO THE BUSINESS ADMINISTRATOR/BOARD SECRETARY JOB DESCRIPTION

TITLE: Assistant to the Business Administrator/Board Secretary

QUALIFICATIONS:

- College degree required;
- Three years' experience in an educational institution, preferably a New Jersey public school;
- Familiarity with public school district accounting, financial regulations and Business Office operations and procedures;
- Excellent interpersonal skills and the ability to communicate with a diverse group of individuals;
- Able to represent the district in a professional manner when interacting with students, staff, residents, Board members and other constituencies;
- Strong leadership and organizational skills;
- Proficiency in Excel, Word, QuickBooks and other financial software.

REPORTS TO: School Business Administrator/Board Secretary

JOB GOAL:

Assists the School Business Administrator and Financial Supervisor in all functions and procedures required to run the daily operations of the Long Hill Township Business Office.

PERFORMANCE RESPONSIBILITIES:

Board of Education

1. Prepares meeting packets for each Board member, the Superintendent and the School Business Administrator/Board Secretary;
2. Creates and distributes minutes to all Public and Private sessions of every Board meeting;
3. Organizes and sends out all contracts to vendors after Board approval;
4. Manages and updates the required on-line roster of Board members;
5. Registers members for required Board training, and monitors process to ensure all courses are completed on-time.

Transportation

6. Assists the Business Administrator in the planning and implementation of student transportation routes each year;
7. Handles responses to transportation inquiries from parents, staff members and bus companies;
8. Coordinates the transportation bidding process with the WRHSD;
9. Manages all aspects of the Board's subscription bus program including collecting and depositing fees, tracking installment payments, preparing letters to parents, and any other related tasks.

Other Business Office Functions

10. Performs duties such as creating memos and other required correspondence, filing and general record keeping for the Business Office;
11. Manages all aspects of district facility usage requests by internal staff members and outside community groups;
12. Maintains and reconciles all Student Activity funds and other monthly financial statements as required;
13. Assists the School Business Administrator/Board Secretary in preparing, entering and submitting annual reports, including but not limited to the ASSA enrollment count, the Extraordinary Aid application, and the DRTRS Transportation report;
14. Prepares contract files for all Out-of-District special education students and ensures all required documentation has been received;
15. Prepares district special milk program reports;
16. Generates special milk program annual letter as well as creates and sends responses to parents' applications for free milk;
17. Assists the School Business Administrator/Board Secretary in maintaining records of all family applications for free milk as per Child Nutrition Guidelines;
18. Prepares and issues Petty Cash checks for postage, subscriptions, field trips and staff reimbursement and reconciles all petty cash accounts at the close of the fiscal year;
19. Handles all aspects of Accounts Receivable, including collecting, tracking and following up on payments for: subscription busing, pre-school tuition, out of district tuition, facility use fees and other revenue sources;

20. Collects, re-counts and prepares for deposit into the general fund account all receipts from every revenue source;
21. Manages the district Pay to Participate program, including: collecting and depositing fees, tracking both revenues and expenses by activity or sport, preparing checks needed to pay for equipment, supplies and game officials and all other aspects of the program;
22. Collects and files Form 1099 data on non-incorporated vendors;
23. Prepares 1099's for pertinent vendors and submits data to the IRS in accordance with IRS deadlines;
24. Maintains files of documents for all financial and State mandatory reports created by the Business Office;
25. Develops a proficiency in CDK Accounting and Personnel packages and is able to back-up the Financial Supervisor in emergency situations;
26. Creates order requests for purchases as directed by the Business Administrator;
27. Gets trained on the Accounts Payable and Payroll processes in order to be able to assist the Financial Supervisor with this and other tasks as directed by the Business Administrator;
28. Assists the Business Administrator with safety and security related issues, including managing all aspects of the card reader access software;
29. Performs all other tasks and responsibilities of the Business Office as deemed necessary by the Business Administrator;
30. Maintains confidentiality of all records under his/her jurisdiction.

TERMS OF EMPLOYMENT:

Twelve month position – contract terms and salary to be determined by the Superintendent of Schools and the Long Hill Township Board of Education.

EVALUATION:

The annual job performance evaluation will be based on this job description, any applicable state regulations, and/or Board of Education policies. This position will be evaluated by the School Business Administrator/Board Secretary by May 1 of each year.

Adopted: April 24, 2017