

MORRIS SCHOOL DISTRICT
Job Description

Title: Assistant School Business Administrator/Assistant Board Secretary

Reports To: School Business Administrator/Board Secretary

Qualifications:

- ☐ Valid NJ School Business Administrator Certificate, or CE;
- ☐ Understanding of the principles and practices of financial accounting and reporting procedures consistent with statute, code and GAAP requirements;
- ☐ Knowledge of accepted business practices in school districts related to budget preparation and administration, risk management and purchasing;
- ☐ CPA preferred
- ☐ Ability to supervise and coordinate the activities of department staff
- ☐ Such alternatives to the above as the Board may find appropriate and acceptable

Responsibilities:

1. Assists the Business Administrator in the preparation of the annual school budget.
2. Acts as the Board Secretary and performs all duties and is subject to all of the obligations of the Board Secretary during the Board Secretary's absence.
3. 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.
4. Responsible for investment of Board funds in accordance with statute and Board policy.
5. 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.
6. 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.
7. Collects tuition fees and other monies due to the Board not payable directly to the Treasurer of School Moneys and transmits such funds to the treasurer.
8. Oversees the preparation of the District payroll and ensures proper maintenance of records related to auditing requirements, tax laws, and employee benefits. Responsible for implementing hospitalization, major medical and other types of Board-approved employee benefit plans.
9. Oversees the District's financial audit.
10. Assists the Business Administrator and the Board in developing and updating policies for all aspects of the school business operation.
11. Supervises the payroll, accounts payable and accounting departments.

12. Supervises the Business Analyst and Purchasing operations.
13. Perform such other duties as assigned by the Superintendent of Schools and School Business Administrator/Board Secretary.

Contract Term
Of Employment: 12-month Position

Approved: June 4th, 2018
By: Morris School District
Board of Education