

MORRIS SCHOOL DISTRICT
Job Description

110.02

Title: School Business Administrator/Board Secretary

Reports To: Superintendent of Schools

Qualifications:

- ☐ Valid NJ School Business Administrator Certificate;
- ☐ Minimum experience as determined by the Board of Education;
- ☐ 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;
- ☐ Demonstrated organizational, communication and interpersonal skills.

Responsibilities:

1. Assists the Superintendent of Schools 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. 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.
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. Administers the District's insurance/risk management program.
7. Acts as the agent of the Board in site acquisition and sale/lease of property.
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. Responsible for investment of Board funds in accordance with statute and Board policy.
10. Assists the Superintendent and the Board in developing and updating policies for all aspects of the school business operation.
11. 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.

Job Description: School Business Administrator/Board Secretary – continued

12. 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.
13. Notifies all Board members of regular and special meetings. Calls special meetings whenever requested by the Board President or by a petition signed by the majority of the Board. Attends all Board meetings.
14. Records all proceedings of Board meetings, prepares the official meeting minutes and handles all correspondence of the Board.
15. 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.
16. Presides at the annual reorganization meeting of the Board until such time as a president is elected.
17. Administers the oath of office to newly elected Board members.
18. Annually develops and transmits to the County Superintendent of Schools, on or before February 1st, 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.
19. Notifies the County Superintendent of Schools 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 Schools of new administrators or supervisors appointed after the April 30th filing date.
20. Prior to the annual submission to the County Superintendent of Schools, 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.
21. Provides to the County Superintendent of Schools the names of all persons on the February 1st list of school officials and all newly elected or appointed persons who have failed to file as required under the law.
22. 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.
23. Performs such other duties as may be prescribed by law or assigned by the Superintendent of Schools.

Contract Terms
Of Employment:

12-month Position

Revised: October 22, 2007
Title Change: November 23, 1999
Approved: August 29, 1991
By: Board of Education
Morris School District