

1320 DUTIES OF SCHOOL BUSINESS ADMINISTRATOR/BOARD SECRETARY

Qualifications

Experience in fiscal management and financial accounting. School Finance experience preferred, and such other qualifications as the Board may find acceptable and appropriate.

Responsible to

Superintendent of Schools and the Board of Education.

A. General Responsibilities

1. Act as financial consultant to the Superintendent on financial matters.
2. Serve as Secretary of the Board of Education by carrying out all responsibilities delegated by statute to the Secretary of the Board of Education, many of which are listed in Section E hereof.
3. Perform such other duties as the Superintendent may assign from time to time.

B. Administrative Responsibilities

1. Under the direction of the Superintendent, prepare an agenda and mail to the membership prior to each meeting; record minutes of all Board meetings; and send copies of the minutes within five working days following the meeting.
2. Notify Board members of all meetings, regularly scheduled and special.
3. Be responsible for correspondence and communications to the Board.
4. Conduct reorganization meeting through election of Board officers.
5. Prepare contracts and letters of appointment for all professional and support personnel as directed by the Board.
6. Review and sign all contracts issued in the district.
7. Advise personnel of available benefits and be responsible for administration of benefit programs.
8. At the close of each fiscal year prepare for the Board a detailed report of all financial transactions.
9. Prepare statements indicating the line item balances according to Federal and State

project accounting and reporting requirements.

10. File all forms and reports required by law with the County Superintendent, the Uniform Fire Safety Code and Life Hazard Fire Safety programs, the Department of Health, and Federal and State Departments of Education.

11. Attend workshops and meetings for Business Administrators/Board Secretaries conducted by the State Department of Education and the Gloucester County Office of Education.

C. Financial Responsibilities

1. Under the direction of the Superintendent prepare annual budget adhering to the schedule of budget deadlines prescribed by law.

2. Develop payroll, make all necessary deductions, and deposit with appropriate agencies.

3. Request tax moneys from the local government.

4. Prepare certification of taxes and file with appropriate agencies.

5. Issue purchase orders for all purchases, contracts, and repairs.

6. Examine and audit all accounts and demands against the Board with presentation to the Board at its opening meeting. When payment thereof shall be ordered by the Board, indicate approval in writing and prepare warrants to be approved by the Treasurer of School Moneys.

7. In cooperation with the broker of record insure adequate insurance coverage and initiate insurance claims for loss or damage.

8. Collect tuition fees and other moneys due Board, record cash receipts and deposit moneys collected within forty-eight hours. Report all cash receipts and deposits to the Treasurer of School Moneys.

9. Be responsible for bond referenda procedures and subsequent sale of bonds. Make required payments of Board maturities and interest when due.

10. Safekeep all financial records and Board documents and file financial documents for annual audit.

11. Invest funds of Board in accordance with Policy No. 6700.

12. Prepare detailed report of the annual financial transactions of the preceding year and file with County Superintendent of Schools in a timely manner.

13. In cooperation with the Cafeteria Manager, supervise the business operations of the food services program and be responsible for the efficient business management of the school lunch program.

D. Purchasing Responsibilities

1. Obtain or prepare specifications for bidding.
2. Advertise and receive bids.
3. Prepare bids analysis for Board.

E. Duties Specified by Law

1. Provide adequate notice of all public meetings of the Board to the members and to those requesting notice in accordance with law. N.J.S.A. 10:4-8d, 10:4-19; 18A:10-4, 18A:17-7
2. Record the minutes of all proceedings of the Board and the results of annual or special school elections. N.J.S.A. 18A:17-7
3. Post and give notice of annual and special elections. N.J.S.A. 18A:17-7
4. Perform all duties concerning the conduct of school elections. N.J.S.A. 18A:14-1 et seq.
5. Collect tuition fees and other moneys due the Board and transmit them to the Treasurer of School Moneys. N.J.S.A. 18A:17-8
6. Examine and audit all accounts and demands against the Board, present them to the Board at its meetings, indicate the Board's approval and send them to the Treasurer for payment. N.J.S.A. 18A:17-8, 18A:19-4
7. Keep accounts of the district's financial transactions including a correct detailed accounting of all expenditures. N.J.S.A. 18A:17-8
8. Report 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:17-9
9. Keep all contracts, records, and documents belonging to the Board. N.J.S.A. 18A:17-9
10. Give the Board a detailed report of its financial transactions at the close of each

fiscal year and file a copy with the County Superintendent. N.J.S.A. 18A:17-10

11. Report to the Commissioner annually the amount of unpaid school debt, the interest rate payable, the dates of issue, and the due dates of bonds or other indebtedness. N.J.S.A. 18A:17-12

12. Prepare a summary of the annual audit and recommendations prior to the meeting of the Board to act thereon and supply copies of the summary to interested persons. N.J.S.A. 18A:23-4

Terms of Employment

Twelve months per year. Contract terms and salary to be negotiated with the Board. Working hours 8:30 a.m. to 4:30 p.m. when school is in session and 9:00 a.m. to 3:00 p.m. when school is not in session. Lunch period shall be one hour.

Evaluation

Three times annually by the Superintendent during the first three years of employment. After the third year, the School Business Administrator/Board Secretary will be evaluated annually with a Professional Improvement Plan required by the Superintendent. In addition, the Board will evaluate the Board Secretary annually.

Adopted: 9 February 2004

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