

**PLEASANTVILLE PUBLIC SCHOOLS
PLEASANTVILLE, NEW JERSEY
JOB DESCRIPTION**

Central Office Support

Non-Certified

TITLE: ADMINISTRATIVE ASSISTANT TO THE SCHOOL BUSINESS ADMINISTRATOR

QUALIFICATIONS:

1. Bachelor's degree in Accounting, Finance, or Business Administration
2. Understanding of the principles and practices of financial accounting and reporting procedures consistent with the statute, code, and GAAP requirements
3. Knowledge of accepted business practices, laws, and regulations governing school districts related to budget preparation and administration, risk management, purchasing, transportation, food services, school plant operations, and facility planning, or is willing and able to study and attend training to gain this knowledge
4. Minimum three (3) years experience in an educational institution, preferably a New Jersey public school;
5. Familiarity with public school district accounting, financial regulations, and Business Office operations and procedures;
6. Excellent interpersonal skills and ability to communicate with a diverse group of individuals including staff, administration, parents, and Board Members.
7. Proficiency in Excel, Word, and other financial software (Edumet)
8. Experience with G-Suite applications: Google Documents, Google Sheets, etc.
9. Required criminal history background check and proof of U.S. citizenship or legal resident alien status
10. Demonstrated strong organizational and leadership skills and a strong work ethic.
11. Experience developing, reviewing, and/or costing out school budgets.
12. Documented proficiency in financial information technology, spreadsheets, word processing, database, and general ledger software.
13. Provide proof of U. S. citizenship or legal resident alien status by completing Federal Form I-9 in compliance with the Immigration Reform and Control Act of 1986.
14. Provide evidence that a criminal record history check has been conducted and clearance has been given by the Department of Education. During the initial six-month period, provide a sworn statement that there have not been any convictions of a crime or a disorderly person's offense in accordance with 18A:6-7.1.
15. Provide evidence that health is adequate to fulfill the job functions and responsibilities with reasonable accommodation pursuant to 42 U.S.C. 12101 and in accordance with 12. N.J.A.C. 6:3-4A.4.
16. Pass the state-required Mantoux Intradermal Tuberculin Test as required by N.J.A.C. 6:3- 4A.4.
17. Meet such alternates to the above qualifications as the Superintendent may deem appropriate, acceptable, and legal.

REPORTS TO: Business Administrator / Board Secretary

JOB GOAL:

To assist the Business Administrator in managing the business affairs of the district efficiently and effectively to ensure that educational support services help to achieve the educational goals of the district with the available financial resources.

PERFORMANCE RESPONSIBILITIES:

1. Assists the business administrator/board secretary with special projects including collective bargaining negotiations and OPRA Requests.
2. Assists the business administrator/board secretary in the preparation of the annual school budget and helps with the administration of all phases of the budget throughout the year.
3. Assists in keeping accurate and detailed accounts of all financial transactions as prescribed by statute, administrative code, and board policy.

ADMINISTRATIVE ASSISTANT TO THE SCHOOL BUSINESS ADMINISTRATOR (continued)

4. Assists the BA in auditing claims, invoices, and demands against the board.
5. Assists the BA in collecting tuition fees and other money due to the board not payable directly to the treasurer of the school money.
6. Assists in the procurement of supplies and equipment for the district in accordance with law and board policies.
7. Assists in administering the district's insurance/risk management program.
8. Assists in the oversight of the preparation of the district payroll and ensures proper maintenance of records related to auditing requirements, tax laws, and employee benefits. Also assists with implementing hospitalization, major medical, and other types of board-approved employee benefit plans.
9. Assists the BA in keeping records of the investment of board funds in accordance with statute and board policy.
10. Manages district's record retention activities.
11. Maintains the confidentiality of all Business Office and personnel matters.
12. Assists in preparing the official meeting minutes and aids in handling correspondence of the board.
13. When assigned, attends district board meetings.
14. Assists in developing and updating policies for all aspects of the school business operation.
15. Maintains confidentiality of all Business Office & personnel matters.
16. Performs analysis of financial data trends.
17. Assist in the preparation of Bank reconciliations.
18. Performs all other tasks and responsibilities of the Business Office as deemed necessary by the School Business Administrator/Board Secretary.

TERMS OF EMPLOYMENT: Twelve (12) month position.
SALARY: Determined by the Board of Education
EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy.
Approved by: Pleasantville Board of Education
Date: June 14, 2022

LEGAL REFERENCES:

<u>N.J.S.A.</u> 18A:4-14	Uniform system of bookkeeping for all school districts
<u>N.J.S.A.</u> 18A:6-7.1-7.5	Criminal history record; employee in regular contact with pupils; grounds for disqualification from employment; exception
<u>N.J.S.A.</u> 18A:12	School Ethics Act
<u>N.J.S.A.</u> 18A:16-1	Officers and employees in general
<u>N.J.S.A.</u> 18A:17-1	Removal, etc., of secretaries, assistant secretaries, school business administrators and business managers during terms of office
<u>N.J.S.A.</u> 18A:17-2	Tenure of secretaries, assistant secretaries, school business administrators, business managers and secretarial and clerical employees
<u>N.J.S.A.</u> 18A:17-13	Assistant and acting secretaries; appointment, powers and duties
<u>N.J.S.A.</u> 18A:17-14	Clerks in the secretary's office
<u>N.J.S.A.</u> 18A:18A	Public School Contract Law
<u>N.J.S.A.</u> 18A:19	Expenditure of Funds; Audit and Payment of Claims
<u>N.J.S.A.</u> 18A:22	Budget and Appropriations
<u>N.J.S.A.</u> 19:60	School election
<u>N.J.S.A.</u> 47:1A	Public access to government records
<u>N.J.A.C.</u> 6A:26	Educational facilities
<u>N.J.A.C.</u> 6A:26-2	Long range facilities plans
<u>N.J.A.C.</u> 6A:26-3	Capital project review
<u>N.J.A.C.</u> 6A:27	Student transportation
<u>N.J.A.C.</u> 6A:30	Evaluation of the performance of school districts
<u>N.J.A.C.</u> 6A:32	District operations
<u>N.J.A.C.</u> 6A:32-3.2	Requirements for the code of ethics for district board of education members and charter school board of trustees