



**HOLMDEL TOWNSHIP PUBLIC SCHOOLS  
JOB DESCRIPTION:  
CONFIDENTIAL SECRETARY TO THE  
ASSISTANT BUSINESS ADMINISTRATOR/  
ASSISTANT BOARD SECRETARY**

**QUALIFICATIONS:**

1. High School diploma required.
2. Post-high school professional training required.
3. Minimum five years' experience as a secretary or in a similar position.
4. Strong organizational, analytical, computation, communication and human relations skills.
5. Proficiency in the use of a computer system and word processing software
6. Strong dictation and transcription skills.
7. Able to maintain confidentiality as required and appropriate.
8. Successfully completes required criminal history proof of U.S. citizenship or legal resident status.
9. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

**REPORTS TO:** Assistant Business Administrator/Assistant Board Secretary

**JOB GOAL:** To serve as a confidential secretary to Assistant Business Administrator/Assistant Board Secretary and contribute to the smooth and efficient operation of both the Board/Business Office and the Central Office.

**PERFORMANCE RESPONSIBILITIES:**

**1. Work Performance**

- a. Performs a variety of secretarial and confidential work as assigned by the Assistant Business Administrator/Assistant Board Secretary
- b. Coordinates the bidding process for the Assistant Business Administrator/Assistant Board Secretary by preparing and advertising bids, collecting bids, opening bids with the Assistant Business Administrator/Assistant Board Secretary, maintaining a log of bids, placing motions on the Board agenda for the bids and

the final award of the bids, and maintaining a file of all bid-related materials.

- c. Encumbrance Duties
  1. Review purchase requisitions to ensure compliance with account coding requirements in accordance with New Jersey Department of Education 2R2 Handbook.
  2. Verify the accuracy and completeness of purchase requisitions.
  3. Encumber purchase requisitions through the district's accounting system.
  4. Disburse purchase orders to appropriate recipients.
  5. Assists in providing training users of financial system.
- d. Accounts Payable Duties
  1. Match invoices, receiving reports, encumbered purchase orders and voucher for payment.
  2. Accurately process vendor payments using the district's accounting system.
  3. Prepare and reconcile check journals and prepare related board resolutions.
  4. Maintain the district's electronic vendor files.
  5. Check printing and mailing.
  6. Respond to district and vendor inquiries.
  7. Establish and maintain files.
- e. Payroll Duties
  1. Prepares all payrolls for regular staff and substitute personnel making deductions as appropriate.
  2. Prepares reports and payment for appropriate agencies covering all deductions.
  3. Maintains accurate records covering all payroll and deductions.
  4. Distributes paychecks to all personnel in accordance with district procedures.
  5. Handles bills for tax sheltered annuities.
  6. Handles W-2 forms and other salary/tax related documents required by state law.
  7. Conducts reconciliation of budget and payroll accounts.
  8. Handles unemployment benefits.
  9. Handles workers' compensation check processing.
  10. Processes all forms associated with the State of New Jersey, Division of Pensions.
  11. Reconciles quarterly pension reports.
  12. Prepares quarterly and annual tax reports.

## **2. Work Traits**

- a. Maintains confidentiality as required and appropriate.
- b. Demonstrates an openness to discuss suggestions.
- c. Demonstrates initiative, independence and decision making appropriate to the performance tasks of this position.
- d. Makes efficient use of time and resources available.
- e. Provides well-organized, accurate work.
- f. Demonstrates ability to prioritize tasks and to change priorities, as appropriate, to meet the needs of the job.

**3. Professional Development**

Participates in staff development opportunities in accordance with district guidelines and resources to enhance job-related skills and knowledge.

**4. School/Community Relations**

- a. Demonstrates a willingness to assist and work cooperatively with colleagues.
- b. Displays tact and courtesy when dealing with students, staff, residents and others in person and by telephone in the performance of this position.

**5. Other**

Performs such other tasks and assumes such other responsibilities as assigned by the Assistant Business Administrator/Assistant Board Secretary.

**TERMS OF EMPLOYMENT:** Confidential position. Salary and work year to be established by the Board of Education.

**EVALUATION:** Performance of this job will be evaluated in accordance with the provisions of the Board's policy on Evaluation of Non-Certificated Personnel.

**SOURCE:** Regular Board Meeting  
**DATE:** July 23, 2008