



# **HOLMDEL TOWNSHIP PUBLIC SCHOOLS**

## **JOB DESCRIPTION:**

### **ASSISTANT SCHOOL BUSINESS ADMINISTRATOR/ ASSISTANT BOARD SECRETARY**

#### **QUALIFICATIONS:**

1. Valid New Jersey School Business Administrator Certification or Eligibility
2. A Bachelor's Degree from an accredited college or university with a major in business administration or a related field; Masters in Business Administration preferred
3. At least five (5) years experience in an accounting related field with experience in school finance either as a school board employee or school auditor (CPA preferred)
4. Proficiency in the use of a computer system and software appropriate for Accounting, word processing, database, spreadsheet, and payroll
5. Knowledge of/experience in GAAP budgeting, GASB 34, insurance, policies, regulations, and grant development
6. Such alternatives to the above qualifications as the Board may find appropriate and acceptable

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

**JOB GOAL:** To co-ordinate the management of the bookkeeping, payroll and accounts payable departments and to assist the School Business Administrator/School Board Secretary in the performance of his/her duties

#### **PERFORMANCE RESPONSIBILITIES:**

##### **1. Work Performance**

- a. Assists the School Business Administrator/School Board Secretary in the budget preparation, administration, supervision, and control of the budget

- b. Prepares the monthly report of the School Business Administrator/School Board Secretary in accordance with state law and district procedures
- c. Expedites the annual audit by serving as liaison with the Board-approved auditor and providing records as requested
- d. Assumes responsibility for finalizing records (*closing the books*) at the end of each school year in accordance with state and federal law and district procedures
- e. Ensures that the utilization of state and federal grants is completed in accordance with regulations and that appropriate financial records are maintained
- f. Assists the School Business Administrator/School Board Secretary in ensuring that district practices reflect appropriate regulations, guidelines, and procedures
- g. Oversees the implementation of GAAP and GASB 34 in accordance with state and federal law and district procedures
- h. Supervises the accounting, payroll, and accounts payable departments
- i. Acts as the School Business Administrator/ School Board Secretary in his/her absence
- j. Assists the School Business Administrator/ School Board Secretary in the performance of his/her duties as the Secretary to the Board of Education as needed
- k. Assists the School Business Administrator/ School Board Secretary in the supervision of the investment of funds and the debt service program

## **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**

- a. Attends various meetings concerning school finance, grants, GAAP accounting, and other topics to obtain current regulations, guidelines, and information, then shares information with appropriate personnel in the district
- b. Participates in staff development opportunities in accordance with district guidelines and resources to enhance job-related skills and knowledge
- c. Keeps continually aware and knowledgeable of the laws, rules, and regulations of the State Department of Education and other governmental agencies pertaining to business policies, practices, and matters relating to the affairs of the Board of Education

**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 School Business Administrator/School 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 Certificated Personnel

**SOURCE:** Regular Board Meeting  
**DATE:** April 13, 1994  
**REVISED DATE:** August 13, 1994  
**REVISED DATE:** September 10, 2002