



HOLMDEL TOWNSHIP PUBLIC SCHOOLS JOB DESCRIPTION: SUPERVISOR OF BUDGET AND PAYROLL

QUALIFICATIONS:

1. High school diploma required.
2. Post-high school professional training required.
3. Minimum of five years' experience as a bookkeeper/accountant or in a similar position.
5. Strong organizational, analytical, computational and communications skills.
6. Proficiency in the use of a computer system and software appropriate for word processing, database, spreadsheet and payroll.
7. Knowledge of health benefits preferred.
8. Successfully completes required criminal history check and has proof of U.S. citizenship or legal resident alien status.
9. Able to maintain confidentiality as required and appropriate.
10. Such alternatives to the above qualifications as the Board may find appropriate.

REPORTS TO: School Business Administrator/School Board Secretary

JOB GOAL: To assist contribute to the efficiency of the school district by ensuring the smooth and accurate implementation of the district budgeting process and the appropriate utilization of budget funds.

PERFORMANCE RESPONSIBILITIES:

1. Work Performance

- a. Assists the School Business Administrator/School Board Secretary in the budget preparation, implementation and spending process.

- 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. Works with the School Business Administrator/School Board Secretary in ensuring that district practices reflect appropriate regulations, guidelines and information.
- g. Oversees the implementation of GAAP in accordance with state and federal law and district procedures.
- h. Supervises in the Budget and Payroll Department.
- i. Coordinates and monitors the district's health benefits program including, but not limited to, processing forms and paying bills.
- j. Processes paperwork for district employees to facilitate their retirement.
- k. Serves as system operator for the local area network; works with the software author/consultant for the system; and prepares back-up material in conjunction with the computer system.

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.

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 Non - Certificated Personnel.

SOURCE: Regular Board Meeting
DATE: September 8, 1994
Revised: September 13, 1995
Revised: March 10, 1999