

# WINSLOW TOWNSHIP SCHOOL DISTRICT JOB DESCRIPTION

## ASSISTANT BUSINESS ADMINISTRATOR

### QUALIFICATIONS:

- Master's Degree in Accounting or related field preferred
- Three (3) years experience in public school finance; in a supervisory capacity in a public school district
- Knowledge of Generally Accepted Accounting Principles (GAAP) procedures, other State and Federal accounting guidelines as they pertain to the operation of public school districts; and knowledge of the implementation of payroll, purchasing and accounts payable systems in public school district
- New Jersey School Business Administrator or Certificate of Eligibility and Licensed Certified Public Accountant
- Required criminal history review background check and proof of US citizenship or legal resident alien status
- Alternatives to the above qualifications may be substituted as deemed appropriate by the Board of Education

REPORTS TO: Business Administrator

SUPERVISES: Payroll Staff, Accountant, Accounts Payable Staff

### PERFORMANCE RESPONSIBILITIES:

1. Assist the Business Administrator and the board in developing and updating policies for all aspects of the school business operation.
2. Assist with the development and distribution of bi-monthly Board Reports.
3. Assist with directing the operation of the Accounting Department, including assisting with the interviewing and hiring of employees within the accounting, payroll, and accounts payable departments.
4. Assist with assuring that the correct GAAP procedures are in place and utilized.
5. Assist with supervising, delegating and evaluating the performance of employees within the departments.
6. Assist with enforcing compliance with Board of Education rules and regulations with respect to the financial and accounting group activities.
7. Assist with the planning, compilation and execution of the School Budget.
8. Assures the accuracy and reliability of check production.
9. Plan and arrange for the implementation of systems for the payment and collection of bills.
10. Responsible for accuracy and reliability of all information and maintenance pertaining to school bank accounts.
11. Audit/review journal entries prepared by staff members for accuracy.
12. Assure that all school district accounts are properly closed and balanced by end of fiscal year.
13. Oversee and carry out the investments of Board funds.
14. Responsible for the School Budget preparedness for federal and state grant audits, as well as annual reviews and evaluate audit of accounts, vouchers, and other financial records.
15. Responsible for accurately accounting for and documenting all monies received by the school district.
16. Responsible for securing bids and quotes for supplies, materials and services.

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17. Responsible for overseeing the purchase order processing procedures.
18. Responsible for overseeing the maintenance of all files and records.
19. Responsible for accurately accounting for and documenting all grant funds that are due to the school district.
20. Responsible for overseeing the program managers to ensure that all grant funds are accurately accounted for and documented.
21. Oversee staff development with regard to maintaining current knowledge of laws and regulatory changes relevant to their roles in accounting.
22. Ensure that staff members maintain/develop the computer skills necessary to satisfactorily complete their job.
23. Assist in supporting all Business Office operations for the school district.
24. Assist with formulating effective policies and procedures for the organization and administration of the financial and accounting employees.
25. Assist with preparing any monthly, quarterly and/or annual reports concerning the financial status of the school district for the Board.
26. Assist with providing input, as appropriate, regarding financial and accounting matters, and serves as an internal consultant to other areas.
27. Perform other duties related to the operation of the Accounting Department, as assigned by the Business Administrator.

TERMS OF EMPLOYMENT:

This is a twelve month position. Salary, vacation, holidays and benefits are to be negotiated annually with the Board of Education.

EVALUATION:

Performance of job responsibilities will be evaluated in accordance with the Board-approved policy for evaluation of certificated staff.

STATEMENTS OF AGREEMENT:

Americans with Disabilities Act Statement

Applicants, as well as employees who become disabled, must be able to perform the essential functions listed on this job description either unaided or with reasonable accommodation. The Winslow Township District School Administration shall determine reasonable accommodation on a case-by-case basis in accordance with applicable laws, in the event such a determination becomes necessary.

Essential Functions Statement

I have read this job description and I certify that I meet all of the qualifications of the position, and I can perform all of the essential functions of the position unaided or with accommodation.

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Signature

Date

Approved: 10/7/2002  
Revised: 8/1/2005  
12/07/2008  
8/24/2011  
10/28/2020