

# WINSLOW TOWNSHIP SCHOOL DISTRICT JOB DESCRIPTION

## SCHOOL BUSINESS ADMINISTRATOR/BOARD SECRETARY

### 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
- Must be eligible to be bonded
- 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: Superintendent

SUPERVISES: Facilities Director, Director of Transportation, Coordinator of Special Projects, Director of Food Service, Assistant Business Administrator

JOB GOAL: To administer the business affairs of the district in such a way as to provide the best possible educational services with the financial resources available.  
To relieve the Board of paper work and impediments so that the Board may devote maximum attention to the central problems of education and policy determination.

### PERFORMANCE RESPONSIBILITIES:

1. Assist in the planning and the preparation of the annual budget, as well as long term planning in terms of community resources and needs.
2. Safeguard and maintain all records and papers of the board, and devise a system of acceptable recording and filing to guarantee the safety and availability of all reports, minutes of meetings, contracts, communications and publications, and such other documents as the board may place in the secretary's custody.
3. Contact the media and community for all Board meetings.
4. Respond to all OPRA requests (collects and completes the information).
5. Record all proceedings of Board meetings; prepare the official meeting minutes and handle all correspondence of the Board.
6. Perform duties related to school elections as required by law and work cooperatively with the county board of elections, the county clerk and district board of elections in facilitating all regular and special school elections.
7. Preside at the annual reorganization meeting of the board until such time as a President is seated.
8. Provide to the Executive County Superintendent the names of all persons on the February 1 list of school officials and all newly elected or appointed persons who have failed to file as required under the law.
9. Coordinate training arrangements/workshops for all Board of Education members for NJSBA.

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10. Purchase all materials and supplies in accordance with the law and school board policy.
11. Work with other administrators, architects, attorneys, and financial advisors in planning construction, contracting, and acquiring suitable financing.
12. In cooperation with administrators and the Board of Education, help interpret the budget to the Community. Communicate Board activities and interests to the public through timely submissions to the news media.
13. Assist in the recruitment of personnel for positions in the area of school business management.
14. Assume the responsibility for the supervision of maintenance and operation facilities.
15. Manage all transportation services.
16. In cooperation with other administrators, assume responsibility for the supervision of school food services.
17. Oversee facilities management and acts as 504/ADA Code Official for facilities.
18. Oversee the accounting system necessary to provide the Board of Education and administrators with accurate financial reports, including those delegated by statute to the secretary.
19. Oversee the operation of the district's insurance program.
20. Oversee prudent handling of revenues to insure maximum income receipts from investments.
21. Actively participate in the negotiation process of all bargaining units.
22. Perform other related duties assigned by the Superintendent.

### **Duties Specified By Law:**

Performs all the duties and responsibilities of the Board Secretary as prescribed by State Statute. The duties to be performed as Board Secretary are outlined thoroughly in Title 18A and are a part of this job description.

### **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: 5/9/1994  
Revised: 8/27/2008  
10/28/2020