



BRICK TOWNSHIP PUBLIC SCHOOLS

Title: School Business Administrator

Qualifications:

1. Valid New Jersey School Business Administrator Certification or Eligibility required
2. A Bachelor's Degree from an accredited college or university with a major in Accounting or a related field; Masters in Business Administration preferred; CPA preferred.
3. At least five (5) years experience in an accounting related field; experience in school finance preferred
4. Proficiency in the use of a computer system and software appropriate for Accounting, word processing, database, spreadsheet, and payroll
5. Such alternatives to the above qualifications as the Board may find appropriate and acceptable

Reports to:

Superintendent of Schools/Board of Education

Supervises:

All Subordinate, non-certificated staff

Job Goal:

The Business Administrator is responsible directly to the Superintendent of Schools for the overall planning, coordination and management of all financial and business activities of the school district and the management and supervision of support services and non-certificated personnel.

Performance Responsibilities:

1. Budget and Finance

- a. Assists the Superintendent in the preparation of the annual school budget and is responsible for the administration of all phases of the budget throughout the year.
- b. Serves as general accountant for the board. Keeps accurate and detailed accounts of all financial transactions as prescribed by statute, administrative code, and board policy.

- c. Assumes the responsibility of the audit of all claims, invoices and demands against the board, presents them for board approval, and arranges for payment.
- d. Collects fees and other moneys due to the board not payable directly to the treasurer of school monies, deposits funds or transmits such funds to the treasurer for deposit.
- e. Serves as the official purchasing agent of the board and is responsible for establishing procedures for the acquisition of supplies and equipment for the district in accordance with law and board policies.
- f. Administers the insurance/risk management program.
- g. Oversees the preparation of the payroll and ensures proper maintenance of records related to the auditing requirements, tax laws, and employee benefits. Is responsible for implementing hospitalization, major medical and other types of board-approved employee benefit plans.
- h. Is responsible for investment of board funds in accordance with statute and board policy.

2. Facilities and Operations

- a. Oversees the operation and maintenance of all school facilities and supervises custodial, grounds, and maintenance services. Ensures that all local, state, and federal standards for the health and safety of students and staff are maintained and that required reports are maintained.
- b. Assists the superintendent in the development and implementation of a multi-year comprehensive maintenance plan and the district's long-range facilities master plan.
- c. Is responsible for the efficient operation of the district's food services program; ensures that procedures are in accordance with law and regulations; and supervises food service personnel.
- d. Is responsible for the safe, efficient operation of the student transportation program; ensures proper maintenance of district-owned buses; reviews routes; and handles the business aspects of contracted transportation services.
- e. Assists the superintendent in projection of facility needs and oversees all construction programs. Helps develop educational standards for sites, buildings, and equipment; prepares cost data; cooperates with architect and construction supervisor during construction programs.

- f. Acts as the agent of the board in site acquisitions and sale/lease of property and is responsible for scheduling the use of school buildings and grounds by authorized groups in accordance with board policies.
- g. Files with the executive county superintendent a report listing the name and social security number of each bus driver or substitute bus driver and certification of valid school bus driver's license and criminal background check.

3. Record Keeping

- a. Assists the superintendent and the board in developing and updating policies for all aspects of the school business operations.
- b. Safeguards and maintains all records and papers of the board and devises 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.
- c. Is responsible for the retention and destruction of public documents in accordance with state law and retention schedules and serves as the records management officer.

4. Board Secretary

- a. Gives public notice and attends all meetings of the Board of Education as ex-officio member, including special meetings, executive meetings and in-service activities of the Board that must be coordinated.
- b. Assists in the preparation of agendas, setting forth all known items of business to be considered at Board meetings and have agendas delivered to Board members prior to the meeting whenever possible.
- c. Keeps full and accurate minutes of all meetings of the Board and sends a copy of such minutes to each member of the Board and other persons, offices, agencies, etc. in accordance with Board policy.
- d. Prepares and publishes all correspondence of the board including legal notices concerning district business.
- e. Coordinates and performs all functions related to annual and special elections and budget votes and other referenda.
- f. Ensures Board compliance with all by-laws of the Board and pertinent statues, regulations, and policies.
- g. Presides at the annual reorganization meeting of the board until such time as a president is elected. Administers the oath of office to newly elected board members.

5. Reporting Requirements

- a. Annually develops and transmits to the executive county superintendent of schools, on or before February 1, a list of names of the school officials, by office and position, whose responsibilities require the filing of the Financial and Personal/Relative Disclosure Statements.
- b. Notifies the executive county superintendent of the names of newly elected or appointed board members to obtain the state required Financial and Personal/Relative Disclosure Statements and informs the executive county superintendent of new administrators or supervisors appointed after the April 30 filing date.
- c. Prior to the annual submission to the executive county superintendent, checks that the completed disclosure forms have been reviewed to assure that both required forms have been filed; that all questions have been answered or indicated as not being applicable; and that each copy is signed by an original signature.
- d. Provides 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.
- e. Notifies the New Jersey School Boards Association of the names of newly elected or appointed school board members in a timely manner to ensure the fulfillment of training required by the School Ethics Act.

6. Superintendent Cabinet

- a. Advises the Superintendent as a member of the Cabinet for the purpose of assuring sound and accurate information for operational decisions

7. All other duties

- a. All other duties, projects, requirements as prescribed by law, regulation or as assigned by the Superintendent

Terms of Employment:

Twelve-month position. Salary and work year to be negotiated with the Board.

Evaluation:

Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.

Adopted:
December 20, 1994
Revised:
October 23, 2008
March 14, 2019