



BRICK TOWNSHIP PUBLIC SCHOOLS

Title: **Assistant 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:

Business Administrator/Board Secretary

Supervises:

Business Office Staff

Job Goal:

The Assistant School Business Administrator assists the School Business Administrator in administering the business affairs of the district to provide the most audit-compliant, cost-effective and efficient services with the resources available.

PERFORMANCE RESPONSIBILITIES:

1. Budget and Finance

- a. Assist with supervision of the financial affairs of the schools including independent special projects as assigned.
- b. Assist the School Business Administrators in the preparation of the budget and administration of the budget control process.

2. Business Operations

- a. Oversee selected administrative tasks of business operations areas.

- b. Research relating to the business and financial affairs of the district.
- c. Maintain positive, cooperative, and mutually supportive relationships with the administration, instructional staff, students, parents, and representatives of resource agencies within the community.
- d. Attend required staff meetings and serve, as appropriate, on staff committees.
- e. Act as audit liaison to coordinate information and presentation of information for audits including annual financial audit, along with state and federal audits.
- f. Coordinate and review all financial information for submission for board for monthly acceptance of Board Secretary's Report and Treasurer's Report.
- g. Work closely with grant directors on all financial aspects of grants and entitlements from board approval to final reporting
- h. Provide back-up and support for payroll, accounts receivable, accounts payable, and purchasing departments.

3. Record Keeping

- a. Protect confidentiality of records and information gained as part of exercising professional duties and use discretion in sharing such information within legal confines.

4. Reporting Requirements

- a. Adhere to New Jersey school law, State Board of Education rules and regulations, Board of Education policies and regulations, school regulations and procedures, and contractual obligations.
- b. Prepare reports and state submissions as required

5. All other duties

- a. Perform any duties that are within the scope of employment and certifications, as assigned and not otherwise prohibited by law or regulation
- b. All other duties, projects, requirements as prescribed by law, regulation or as assigned by the Superintendent

TERMS OF EMPLOYMENT:

This job description shall be consistent with the terms and conditions of employment as set forth in the agreement between the Brick Township Board of Education and the Brick Township Association of School Administrators

EVALUATION:

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

Adopted 12/20/1994
Approved 10/23/2008
03/14/2019