

**ROSELAND SCHOOL DISTRICT**

**JOB DESCRIPTION**

**TITLE:** **ASSISTANT TO THE SCHOOL BUSINESS ADMINISTRATOR**

**QUALIFICATIONS:**

1. Degree required with background in bookkeeping or accounting, financial analysis
2. Knowledge of GAAP accounting and statutory requirements for the operation of school districts
3. Valid New Jersey School Business Administrator Certification or Certification of Eligibility preferred
4. A Bachelor's Degree from an accredited college or university with a major in business administration or a related field preferred
5. At least three (3) years' experience in an accounting related field. Experience in school finance either as a school board employee or school auditor preferred (CPA preferred but not required)
6. Proficiency in the use of a computer system and software appropriate for Accounting, word processing, database, spreadsheet, and payroll
7. Knowledge of/experience in GAAP budgeting, GASB 34, insurance, policies, regulations, and grant development preferred
8. Such alternatives to the above qualifications as the Board may find appropriate and acceptable

**REPORTS TO:** School Business Administrator/Board Secretary

**JOB GOAL:** To assist the School Business Administrator/Board Secretary in the performance of his/her duties

**PERFORMANCE RESPONSIBILITIES:****A. Work Performance**

1. Assists the School Business Administrator/Board Secretary in the budget preparation, administration, supervision, and control of the budget.
2. Prepares the monthly Report of the School Business Administrator/Board Secretary in accordance with state law and district procedures.
3. Helps reconcile bank accounts with Treasurer of School Monies.
4. Assists in completion of the annual audit as directed by Business Administrator with Board-approved auditor and providing records as requested.
5. 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.
6. Ensures that the utilization of state and federal grants is completed in accordance with regulations and that appropriate financial records are maintained.
7. Assists the School Business Administrator/Board Secretary in ensuring that district practices reflect appropriate regulations, guidelines, and procedures.
8. Assists with the implementation of GAAP and GASB in accordance with state and federal law and district procedures.
9. Handles accounts payables and maintains fixed assets accounting system.
10. Handles the bookkeeping for the district including cash receipts, journal entries, budget transfers, and so on. Prepares monthly budget transfer reports.
11. Responsible for payroll:
  - a. Assist in the preparation of payroll to meet semi-monthly and monthly obligations.
  - b. Assist in the transmission of payroll deductions and related reports to appropriate agencies within the prescribed time limits.
  - c. Keeps record of time sheets with respect to overtime pay, substitutes wages, hourly compensations, and channels this information into subsequent payrolls.
  - d. Monitors payroll information from financial reports and reconciles discrepancies.
  - e. Provides new employees payroll information and employment forms and monitors the submission and/or completion of same. Answers employees' questions about payroll and benefits.
  - f. Adjusts salaries of employees after Board action pursuant to policy or agreements.
  - g. Maintains and updates wage and salary records for all employees, active and inactive.
  - h. Distributes payroll checks to staff.
  - i. Monitors salary and benefit payments of specially funded programs to insure that they are correctly charged. Provide salary projects for budget and monitors account status.
  - j. Reconciles agency statements and payroll deductions; bank statements with cancelled checks and verify balance.
  - k. Prepare and check all State and Federal reports for pension, social security and taxes.
  - l. Assist in the administration of the health benefits, pension and tax shelter programs as office workload dictates.
12. Helps maintain all student activities accounts.

13. Assists with administration of student transportation services in conjunction with the School Business Administrator.
14. Prepare tuition contracts and maintain all tuition billings and accounting for out-of-district placements.
15. Administer all accounts receivable activities including tuition billing, transportation jointures, district vending and other miscellaneous accounts.
16. Helps as determined by School Business Administrator the preparation and submission of federal and state grant reimbursement requests through SAGE/EWEG and prepare and submit electronic final reports. Helps administer nonpublic school grants as necessary.
17. Prepare IRS Form 1099s for vendor payments.
18. Assists the School Business Administrator/Board Secretary in the performance of his/her duties as the Secretary to the Board of Education as needed.

**B. Work Traits**

1. Maintains confidentiality as required and appropriate.
2. Demonstrates an openness to discuss suggestions.
3. Demonstrates initiative, independence, and decision making appropriate to the performance tasks of this position.
4. Makes efficient use of time and resources available.
5. Provides well-organized, accurate work.
6. Demonstrates ability to prioritize tasks and to change priorities, as appropriate, to meet the needs of the job.
7. Demonstrates professionalism in all situations.

**C. Professional Development**

1. 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.
2. Participates in staff development opportunities in accordance with district guidelines and resources to enhance job-related skills and knowledge.
3. Keeps continually aware and knowledgeable of the laws, rules, and regulations of the State Department of Education and other governmental agencies pertaining to business policies, practices, and matters relating to the affairs of the Board of Education.

**D. School and Community Relations**

1. Demonstrates a willingness to assist and work cooperatively with colleagues.
2. Displays tact, courtesy and professionalism when dealing with students, staff, residents, and others in person and by telephone in the performance of this position.

**E. Other Assigned Duties**

1. Performs such other tasks and assumes such other responsibilities as assigned by the School Business Administrator/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 and Business Administrator / Board Secretary.

**APPROVED:** December 8, 2016