

# PARSIPPANY-TROY HILLS TOWNSHIP SCHOOLS

## JOB DESCRIPTION

**TITLE:** Assistant Business Administrator

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

**QUALIFICATIONS:**

1. Valid New Jersey School Business Administrator Certificate or Eligibility
2. Accounting and reporting procedures consistent with statute, code, and GAAP requirements.
3. Knowledge of accepted business practices in school districts related to budget preparation and administration, risk management, purchasing, transportation, food services, school plant operations, and facility planning.
4. Demonstrated organizational, communication, and interpersonal skills.
5. Accounting Degree
6. Required Criminal History Background Check and proof of U.S. citizenship or legal resident alien status.

**JOB GOAL:** To assist in the supervision, managing, and coordination of the business affairs of the district efficiently and effectively to ensure that educational support services help to achieve the educational goals of the district with the available financial resources.

**SUPERVISES:** Business Office Clerical Staff, Facility Managers, Weekend Field Supervisors

**PERFORMANCE RESPONSIBILITIES:**

1. Assists the Business Administrator in the preparation of the annual school budget and assists in the administration of all phases of the budget throughout the year.
2. Assists in keeping accurate and detailed accounts of all financial transactions as prescribed by statute, administrative code, and Board Policy.
3. Assists in procurement of supplies and equipment for the district in accordance with law and Board Policies.
4. Assists in the oversight of the preparation of the district payroll and ensures proper maintenance of records related to auditing requirements, tax laws, and employee benefits.
5. Assists the Business Administrator in keeping records of the investment of Board funds in accordance with statute and Board Policy.

6. 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.
7. Assists the Superintendent and the Board in developing and updating policies for all aspects of the school business operation.
8. Establish district accounting procedures in compliance with GAAP standards.
9. Organize and prepare fiscal information for entry into the districts computerized Financial Management System.
10. In consultation with the School Business Administrator and school district auditor develop financial routines and procedures for maintenance of the district's financial system.
11. Applies for and manages annual equipment lease purchase.
12. Oversees rental of School Facilities
13. Responsible for supervision and coordination of all phases of district insurance program (health benefits, Workers' Compensation, liability, student insurance, fleet, bonds).
14. Processes all Workers' Compensation accident reports and follows-up on related matters with employees, insurance companies and legal representatives for both parties.
15. Serves as secretary to the Board of Education in the absence of the regular secretary.
16. Assists Board Secretary at Board Meetings when necessary.
17. Works as liaison with other district administrators on problems concerning the business office.
18. Supervises business office clerical staff, printing department, records retention/mail clerk and central office custodians.
19. Perform all the statutory duties of the Treasurer of School Monies.
20. Performs other such tasks and assumes other such responsibilities as may from time to time be assigned.

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