

PARSIPPANY-TROY HILLS TOWNSHIP SCHOOLS

JOB DESCRIPTION

- TITLE:** Bursar/Facilities Secretary
- REPORTS TO:** Business Administrator/Assistant to the Business Administrator, High School Principals
- QUALIFICATIONS:**
1. High school diploma or equivalent training
 2. Minimum experience as determined by the Board of Education
 3. Maintains pleasant demeanor and has strong interpersonal skills
 4. Knowledge of automated office equipment, and efficient office procedures
 5. Ability to maintain and reconcile multiple checking accounts
 6. Good understanding of financial systems and Microsoft office applications
 7. Good telephone skills and ability to communicate effectively
 8. Ability to multi-task
 9. Has good working knowledge of computers and Microsoft office applications
 10. Maintains confidentiality as required and appropriate
 11. Required criminal background check and proof of U.S. citizenship or resident alien status
- JOB GOAL:** Under the direction of the Assistant to the Business Administrator and both high school principals, oversee the recordkeeping of the student activities accounts and facilities use by clubs and organizations

PERFORMANCE RESPONSIBILITIES:

1. Make bank deposits for high school student activities accounts.
2. Maintain receipts, vouchers and deposit records required by the Business Office.
3. Accurately maintain records of the various student activities accounts.
4. Organize and maintain the calendar of activities for both high schools.
5. Process facilities Use Applications for both high schools.
6. Schedule school personnel to cover events and coordinate the same with the Business Office.
7. Perform such other duties as may be assigned.

Approved: 5/12/09

JD/School Building Personnel

Legal References:
N.J.S.A. 18A:6-7.1 Criminal history record
N.J.S.A. 18A:16-1 Officers and employees in general
N.J.S.A. 18A:16-2 Physical examinations, requirement
N.J.S.A. 18A:17-2 Tenure of secretarial and clerical employees
N.J.A.C. 6:3-4A.4 Requirements of physical examinations
Immigration Reform and Control Act of 1986, 8 U.S.C.A. 1100 et seq.