

## **PARSIPPANY-TROY HILLS TOWNSHIP SCHOOLS**

### **JOB DESCRIPTION**

**TITLE:** Business Administrator/Board Secretary

**REPORTS TO:** Superintendent of Schools

**QUALIFICATIONS:** School Business Administrator Certificate or Eligibility  
Experience in budget preparation and administration, and understanding of statutory and code requirements related to school budgeting  
Understanding of the principals and practices of financial accounting and reporting procedures consistent with statute, code and GAAP requirements  
Knowledge of statutory requirements and accepted practices in school districts related to insurance, purchasing, transportation, food services, school plant operations and facility planning  
Demonstrated organizational, communication and interpersonal skills  
Must be bonded in accordance with the law  
Required criminal background check and proof of US citizenship or legal resident alien status

**JOB GOAL:** To provide overall management of the fiscal, business, facilities and maintenance affairs of the school district and serve as Secretary to the Board of Education.

**SUPERVISES:** Assistant to the Business Administrator  
Supervisor of Buildings & Grounds  
Manager of Information Systems  
Accountant

### **PERFORMANCE RESPONSIBILITIES:**

1. Plans and directs the financial operations of the school system.
2. Establishes and supervises the accounting system for the district.
3. Analyzes and reports on the financial position of the system to the Board and State.
4. Coordinates the activities related to the issuance and sale of bonds.
5. Invests district funds to generate income.

Business Administrator/Board Secretary (continued)

6. Assists in planning and preparing the annual school budget.
7. Prepares the budget for acceptance and presentation to the Board and electorate.
8. Plans and implements procedures for the administration of the budget.
9. Coordinates securing of revenue from municipal, state and federal government agencies.
10. Directs all purchasing for supplies, equipment and services for the district, including bidding.
11. Directs operation, maintenance and contracting for transportation for the district.
12. Assumes responsibility for supervision of maintenance of buildings and grounds and community use of school facilities.
13. Responsible for all phases of insurance for the district.
14. Acts as the Board's agent for the operations of school food services and lunch programs.
15. Assists in the planning for school facility construction and repair.
16. Serves as Secretary to the Board of Education.
17. Coordinates and supervises the clerical and maintenance, custodial and transportation staff.
18. Administers such employee service activities as Credit Union, Savings Bond program, United Fund, pension plans, Tax Sheltered Annuities, exit interviews and may participate in the orientation of new employees as requested by the Superintendent.
19. Performs all duties as required by statute.

6/11/81

Approved: 5/12/09

Revised: 9/24/09