



Haddonfield Board of Education

1 Lincoln Avenue
Haddonfield, New Jersey 08033

Job Description

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POSITION: **Assistant School Business Administrator-Assistant Board Secretary**

QUALIFICATIONS:

- A. A minimum of a Bachelor's Degree in Business, Finance or related field (MBA preferred).
- B. Possess or be eligible for the New Jersey School Business Administrator's Certificate.
- C. A minimum of three (3) years experience in finance and/or budgeting and accounting.
- D. Required criminal history background check, physical and proof of U.S. citizenship or legal resident alien status.
- E. Extensive experience and skill with Excel spreadsheet and analysis.
- F. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

PRIMARY FUNCTION: To assist the School Business Administrator/Board Secretary in administering the business affairs of the district.

REPORTS TO: School Business Administrator/Board Secretary

PERFORMANCE RESPONSIBILITIES:

- A. Assists the School Business Administrator in annual budget development and long-range financial planning.
- B. Coordinates the preparation of State and Federal financial reports.
- C. Assists with the review and approval of purchase orders, payrolls, fund transfers and other financial transactions requiring Business Office approval.
- D. Assists with the coordination of internal and external auditing including federal and state auditors.
- E. To perform financial and analytical data and research to assist in formulation of new policies and planning new or revised programs.
- F. To continually evaluate internal controls and systems/ procedure to ensure the effective and appropriate application of district resources in administering the financial management function.



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- G. Provides technical assistance and training for district staff in Generally Accepted Accounting Principles (GAAP), budget development and accounting procedures.
- H. To provide leadership in conducting in service programs related to the finances of the school district.
- I. To assist the School Business Administrator in the preparation of the district budget and ensure the ongoing monitoring, control, and analysis of the budget.
- J. To assist staff with difficult administrative or technical problems for which no established procedure exists.
- K. Assists in recruiting, screening, hiring, supervising and evaluating personnel for positions in the Business Office.
- L. Prepare and maintain financial records for building projects and assist School Business Administrator in working with architects, project engineer and contractors.
- M. Assist in preparation of insurance programs and attend all insurance related meetings.
- N. Assist in overseeing the transportation program to ensure that it is administered in a safe and efficient manner; review the DRTRS.
- O. Attend Board of Education, NJASBO and CCASBO meetings.

PERFORMANCE RESPONSIBILITIES:

- A. Oversees accounts payable, receivable, purchasing, fixed assets and student activities.
- B. Advises the School Business Administrator on business and financial questions and performs additional duties as assigned.
- C. Performs, in the absence of the School Business Administrator/Board Secretary, the responsibilities of the School Business Administrator/Board Secretary.

TERMS OF EMPLOYMENT: Twelve (12) months, tenured position.

EVALUATION: The Assistant School Business Administrator/Assistant Board Secretary will be evaluated by the School Business Administrator.

SALARY: To be negotiated.

BOE Approval Date: 10/27/2016