



Haddonfield Board of Education

1 Lincoln Avenue
Haddonfield, New Jersey 08033

Job Description

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POSITION: Confidential Secretary to the School Business Administrator - Business Office

QUALIFICATIONS: Five years secretarial experience, knowledge of GoogleDrive/Docs/Sheets general office duties.

PRIMARY FUNCTION: Serve as the secretary to the Business Administrator, which includes performing various business office functions.

REPORTS TO: Board Secretary/Administrator

MAJOR DUTIES AND RESPONSIBILITIES:

- Advertisements/BOE Functions
 - a. Prepare and forward notices to the newspapers and other posting locations for board meetings, bids, and other required public notices. Maintain a file for all published notices.
 - b. Prepare Board of Education meeting agendas in coordination with district administrators
 - c. Prepare Board of Education meeting minutes after each meeting for approval at the next meeting of the Board. Maintain minute books and all required documentation.
 - d. Coordinates with the Special and Annual School Election procedures
 - e. Monitors the financial disclosures and training of the BOE Members
- Insurance/Risk Management
 - a. Coordinates insurance claims by gathering information from necessary stakeholders and submitting all paperwork to the insurance company
 - b. Preparation of annual property and liability insurance renewal
 - c. Responsible for filing all Workers' Compensation claims to the district insurance
 - d. Responsible for filing all Student Accident claims
- Facility Usage
 - a. Provide and collect all Certificate of Insurances
 - b. Schedule all facility usage including the coordination with outside organizations
 - c. Monitor payments made by tuition students and facility usage requests
- Nutrition/Lunch Program
 - a. Recording and Processing of all applications for the Federal School Lunch Program



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- b. Verification of monthly food service transactions and records
- Accounting/Business Functions
 - a. Process requisitions as directed by the Business Administrator
 - b. Maintains records of contracts with district including, but not limited to, the RFP/Bid documents
 - c. Create, advertise, and coordinate all RFP/bid documents and opening days.
 - d. Maintain petty cash, issue payments, and maintain accurate accounting of petty cash funds
 - e. Keeping records and creating contracts for tuition students
- Attendance
 - a. Rollover and maintain staff attendance records in AESOP and coordinate communications with our vendor
 - b. Provide letters to staff each year regarding their available balances
- Other Duties
 - a. Provide administrative assistance to business administrator including letter writing and mailing
 - b. Assist in the collection and counting of the enrollment for the Application for State School Aid (ASSA).
 - c. Coordination of non-resident student investigation activities
 - d. Maintain office supplies for the Business Office
 - e. Assist in Board Office when requested, and help fill in during co-workers' vacation time, etc.
 - f. Perform such tasks and assumes such responsibilities as may be assigned by the Business Administrator/Board Secretary or his designee

BENEFITS:

Benefits are available to full time employees per the negotiated contract.



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BOE Approved Date: 1/24/19

BOE Review Date: