

DELRAN TOWNSHIP SCHOOL DISTRICT

School Business Administrator/Board Secretary

Reports to: Superintendent of Schools

Job Goal: The School Business Administrator/Board Secretary shall strive to achieve district goals for pupils by providing leadership and supervision in the district program of fiscal management and in other assigned programs, and by acting as a proper model for staff and pupils both in and outside the school district.

Performance Responsibilities:

- Establish and maintain long-range and other fiscal plans
- Prepare the annual budget based upon district resources and needs
- Insure that all district fiscal, insurance, custodial-maintenance, food, and transportation services comply with the policies of the Board and the regulations of the district
- Insure the proper functioning and evaluation of district personnel assigned to his or her areas of responsibilities
- Manage efficiently the district systems of accounting, purchasing, investment, insurance, plant construction, plant operation and maintenance, transportation, and food services
- Strive to increase the capability of the staff assigned to his or her area of responsibility through consultation and in-service training
- Analyze the effectiveness of district programs in his or her area of responsibility and recommend changes in program direction, staffing, or management strategies as necessary
- Strive to increase the efficient use of district resources in his or her area of responsibility
- Strive to develop personal capabilities in financial strategies and supervisory methods
- Be responsible for the conduct of all duties legally assigned to his or her position including:
 - Providing adequate notice of public meetings of the Board to the members and to those requesting notice in accordance with law.
N.J.S.A. 10:4-8d; 10:4-19; 18A:10-4; 18A:17-7
 - Recording the minutes of all proceedings of the Board. N.J.S.A. 18A:17-7, except that the Superintendent of Schools is empowered to record the duly notes actions of the Board of Education in the absence of the Secretary
 - Posting and giving notice of annual and special elections. N.J.S.A. 18A:17-7
 - Collecting tuition fees and other moneys due the Board and transmitting them to the Treasurer of School Moneys. N.J.S.A. 18A:17-8
 - Causing all accounts and demands against the Board to be examined and audited, presenting them to the Board at its meetings, indicating the Board's approval and sending them to the Treasurer for payment. N.J.S.A. 18A:17-8, 18A:19-4

- Keeping accounts of the district's financial transactions including a correct detailed accounting of all expenditures. N.J.S.A. 18A:17-8
- Reporting to the Board, but not more frequently than once per month, the amount of the total appropriations and cash receipts for each account, and the amounts of warrants drawn against each account, and the amounts of orders or contractual obligations incurred and chargeable against each account. N.J.S.A. 18A:17-9
- Keeping all contracts, records and documents belonging to the Board.
N.J.S.A. 18A:17-9
- Keeping the Superintendent's employment contract and notifying the board in a timely manner of the terms and conditions of separation, non-renewal and/or renewal.
- Giving the Board a detailed report of its financial transactions at the close of each fiscal year and filing a copy with the County Superintendent. N.J.S.A. 18A:17-10
- Reporting to the Commissioner annually the amount of unpaid school debt, the interest rate payable, the dates of issue, and the due dates of bonds or other indebtedness. N.J.S.A. 18A:17-12
- Preparing a summary of the annual audit and recommendations prior to the meeting of the Board to act thereon and supplying copies of the summary to interested persons. N.J.S.A. 18A:23-4
- Subscribe to bonds, notes, contracts and other legal instruments of the Board for which the signature of the Secretary is required. N.J.S.A. 18A:24-32
- Sign all school district warrants and certify to the payroll. N.J.S.A. 18A:19-1, 19-9

The Board Secretary/Business Administrator shall be responsible to perform the duties of the internal control/audit of financial transactions of the district approved by and/or involving the Superintendent and the Board of Education, and to effect notices of deficiency or discrepancy, when warranted, with appropriate external agencies.

Certification:

Valid New Jersey School Business Administrator Standard or Certificate of Eligibility

Terms of Employment:

Twelve months. Appointed for a period of 1 year. Serves in accordance with the terms of the contract between the Board and the School Business Administrator/Board Secretary.

Evaluation:

Performance of this job will be evaluated annually by April 30 in accordance with state law, administrative code, and the Board's policy on evaluation of the School Business Administrator/Board Secretary.

APPROVED BY THE BOARD OF EDUCATION: September 8, 2014