

GLASSBORO PUBLIC SCHOOLS
GLASSBORO, NEW JERSEY

TO: Mark Silverstein
FROM: Scott Henry SA
DATE: November 18, 2016
RE: Agenda Item for December 14, 2016

Attached is the new job description for the Administrative Assistant for Business Functions. I am requesting the board approve the job description.

**Glassboro School District
Job Description**

TITLE: Administrative Assistant for Business Functions

QUALIFICATIONS: Business Office experience (minimum five (3) years) to include: school accounting, legal claims, right to know regulations, tuition contracts, property/liability Insurance, typing, filing, record keeping, public relations and scheduling and other business office functions

REPORTS TO: Business Administrator/Board Secretary

PRIMARY DUTIES:

1. Tuition payables – contracts and monthly vouchers
2. Utility bills and Telephone bills review, installations and repairs
3. Manage OOD Students, keep detailed log (Board approval dates, contracts received) and make payments. Make sure a Certificate of employee Information Report is on file for each OOD School.
4. Keep track of billing for Boys & Girls Club & Child Development Center.
5. Process vehicle registrations and titles for all vehicles, and maintain updated list of all vehicles
6. Administer the district's Free and Reduced Lunch Program. Verify applications for accuracy, submit all required submissions through SNEARS, assist in resolution of outstanding student account balances.
7. Coordinate School Insurance Program (ex: umbrella, Package, Worker's Comp, Student Accident). Set up PO's and make payments, Vehicle Insurance Cards verification and distribution.
8. Manage student activity Accounts for each school, Cafeteria Accounts, Petty Cash accounts, Scholarship Accounts.
9. Coordinate and attend annual District Auction with Maintenance & Grounds Supervisor.
10. Assist in Accounts Payable
11. Makes sure Bonds are renewed each year (ex; Section 125, Business Admin's bond).
12. Receive and log incoming calls, schedule appointments as required. Maintain calendar and schedule visits, meetings and conferences
13. Transcribe, type and file correspondence and reports

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14. Prepare and revise district policies and regulations as necessary. Maintain online and physical policy manuals.
15. Prepare and maintain Board of Education minutes and support documentation
16. Receive, date and route incoming and outgoing mail
17. Maintain discretion in handling confidential information and materials
18. Maintain facility use schedules and invoicing of non-school district groups
19. Assist with and maintain time lines for compliance deadlines, action plans and other reports
20. Insure that all necessary School Ethics Act Financial Disclosure Statements are distributed, completed, corrected and forwarded to the New Jersey Department of Education on a timely basis
21. Insure that all professional vendor contracts and Board of Education Resolutions are properly advertised and placed on the Board of Education meeting agendas and minutes
22. Coordinate bid activities and preparation and maintenance of appropriate paperwork
23. Coordinate Right to Know activities and maintain the proper files as directed by State Policy and Procedures
24. Prepare agendas and minutes, as well as file maintenance, for the District Safety Committee
25. Other duties as assigned.

TERMS OF EMPLOYMENT (ADDED):

Twelve month position. Salary and work year to be established by the Board of Education.