

Glassboro School District
Job Description

- TITLE:** Assistant Business Administrator/Assistant Board Secretary
- QUALIFICATIONS:**
1. Valid New Jersey School Business Administrator Certificate of Eligibility or Certificate of Eligibility
 2. Understanding of the principles and practices of financial accounting and reporting procedures consistent with statute, code and GAAP requirements
 3. Knowledge of accepted business practices in school districts related to budget preparation and administration, risk management, purchasing, transportation, food services, school plant operations and facility planning
 4. Demonstration of organizational, communication and interpersonal skills
- REPORTS TO:** Business Administrator
- SUPERVISES:** Accounts Payable Staff, Payroll Clerk
- POSITION GOALS:**
- Finance:**
1. Assist school/locations with any questions, inquiries and/or problems with CSI Requisition Module to include training and resolving technical issues
 2. Assist schools/locations with guidance on account numbers and purchasing requirements
 3. Coordinate ES purchasing to include compiling district information for allowable users/approvers. Resolve issues relating to purchasing questions. Provide information to EDS to include request for potential vendors, recommendation of items to be included with future bids.
 4. Review all requisitions entered into CSI by all schools/locations for content of items ordered appropriate GAAP account number
 5. Review all requisitions for required documentation, i.e., two quotes, New Jersey Business Registration certificate, Pay-to-Play form, W-9, State contract and/or Contractors NJ Registration Certificates. Review for updated requirements from the State of New Jersey and adhere to any regulations. Also includes State of New Jersey Travel Regulations
 6. Approve requisitions in CSI after all necessary documentation is received

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7. Enter purchase orders verified for payment into CSI to produce monthly checks and Bill List for Board approval
8. Encumber salary accounts, verify account statuses, evaluate for any potential problems
9. Verify checks, cash, direct deposits and/or ACH's for accuracy, provide for deposit, enter receipts to appropriate GAAP Account Number into CSI
10. Review accounts receivable to obtain payment
11. Prepare and calculate expenditures for all federally funded programs and request payment through the State of New Jersey payment request online system
12. Enter line item transfers into CSI as necessary or requested from administrators, review all transfers for compliance with State regulations, provide transfer list for Board approval
13. Reconcile and prepare required monthly financial records to include revenue report, expenditure report, cash report, balance sheets and Board Secretary Report
14. Prepare end of year closing entries as required by GAAP, and coordinate and prepare all necessary information for the annual district audit, and any additional state and/or federal audits as required
15. Prepare 1099's, forward to vendors, Internal Revenue Service and the State of New Jersey
16. Prepare all monthly and quarterly grant reporting
17. Non-Public Project reporting to the State of New Jersey
18. Comply with new accountability regulations
19. Charge grants for appropriate costs for FICA, Medical/Prescription and Dental
20. Prepare reimbursement form for the State of New Jersey for federal funded programs for Teachers Pension and Annuity Fund and FICA

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Administrative:

1. Supervise accounts payable staff, payroll clerk, and as needed the administrative assistant to the Business Office and assist staff to rectify any questions or issues that need to be resolved.
2. Review all quarterly and annual payroll reporting to all state and federal agencies to verify accuracy
3. Assist with preparation of district budget to include district records and documents required by the County Superintendent, and forward to the State of New Jersey
4. Assist grant administrators or potential grant submissions with financial guidance to include required salary and benefits calculation, and ensure accuracy of GAAP accounting requirements
5. Review grants for individual grant project period, and ensure compliance with purchasing/payment timelines
6. Prepare analysis for financial reporting of grants to include quarterly and/or annual reporting
7. Assist grant administrators with carry over application
8. Assist and/or prepare necessary analysis/documentation requested by the Business Administrator
9. Communicate with Third Part administrator for 403(b) reporting and compliance
10. Attend Board Meetings when the Board Secretary is not available to attend.

TERMS OF EMPLOYMENT (ADDED):

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

BOARD APPROVED