

GLASSBORO PUBLIC SCHOOLS
Glassboro, New Jersey

JOB DESCRIPTION

TITLE: **Business Operations Specialist**

QUALIFICATIONS: High School diploma or equivalent, associate degree preferred. Required criminal history review, background check and proof of U.S. Citizenship or legal alien status. Business Office experience (minimum five (5) years preferred) to include: School accounting, legal claims, tuition contracts, property/liability insurance, record keeping, scheduling and other functions. Knowledge of computers and automated office equipment and possess excellent communication skills.

REPORTS TO: School Business Administrator/Board Secretary

JOB GOAL/MAJOR FUNCTIONS:

To assist the School Business Administrator in the daily operations of the Business Office.

1. Annual and Quarterly SEMI Reporting of Employees.
2. Maintain a log of tuition students, including board approval dates and contracts received.
3. Process vehicle registrations and titles for all vehicles and maintain an updated list of district vehicles.
4. Assist with outstanding student lunch balances and liaison with the Food Services Management Company.
5. Coordinate the district insurance program (Liability, Package, WC, and Student Accident). Duties include vehicle insurance and student accident reporting as well as claims on umbrella policies.
6. Manage and reconcile the following accounts: Student Activities, Petty Cash, Scholarship Accounts and Athletic. Record deposits for Cafeteria Account. Handle bank deposits for pick up from armored services.
7. Assist with Annual Audit and any State/Federal audit as needed.
8. Assists with both Accounts Payable and Accounts Receivable.
9. Assures bond renewals for both the Business Administrator and the Treasurer.
10. Schedule appointments as required, maintain calendar.

11. Maintain office records.
12. Prepare and revise district policies and regulations, as necessary.
13. Prepare and maintain Board of Education minutes and support documentation.
14. Maintain facility use approvals and invoicing of non-district groups.
15. Advertise all legal notices, including professional vendor contracts. Maintain all professional services contracts as well as board approvals.
16. Coordinate bid activities, preparation, and maintenance of files.
17. Prepare agendas and minutes, as well as file maintenance for the District Safety Committee.
18. All other duties assigned.

TERMS OF EMPLOYMENT:

This is a twelve (12) month position with salary and contract terms to be negotiated with the Superintendent and the Board of Education.

EVALUATION:

Performance of this job will be evaluated by the School Business Administrator.

Board Approved
09/12/2023