

EAST RUTHERFORD BOARD OF EDUCATION

Job Description

TITLE: CONFIDENTIAL ADMINISTRATIVE ASSISTANT TO THE SCHOOL BUSINESS ADMINISTRATOR

REPORTS TO: School Business Administrator/Board Secretary

RESPONSIBILITIES:

To provide secretarial and clerical assistance to the School Business Administrator/Board Secretary; performs administrative and secretarial duties in an efficient and confidential manner to promote the smooth and efficient operation of the district Business Office; perform those functions in accordance with NJ Statutes (Title 18A) and regulations which may delegated or designated by the School Business Administrator/Board Secretary.

QUALIFICATIONS:

1. Business Office / Board of Education Office experience.
2. High school graduate, college or secretarial school courses preferred.
3. Knowledge of office equipment, efficient office procedures and business software including Microsoft Word, Excel, Access, and Outlook
4. Superior secretarial skills; superior written and verbal communication skills.
5. Excellent organizational skills and ability to prioritize workloads and meet deadlines.
6. Strong interpersonal and human relations skills; ability to develop good human relationships including establishing and maintaining effective human relationships with employees as well as with the general public.
7. Working knowledge of the operations and functions of the entire district; capacity to problem solve and ability to develop comprehensive planning with a minimum of supervision and make decisions in accordance with standard school policies and procedures.
8. Possess qualities of adaptability and versatility; ability to work through interruptions.
9. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.
10. Alternatives to the above qualifications may be substituted as deemed appropriate by the Board of Education

DUTIES AND RESPONSIBILITIES:

1. Maintains confidentiality as required and appropriate.
2. Acts as a liaison between the SBA/BS and all personnel, Board of Education and other members of the community.
3. Performs usual office routines and other tasks related to the efficient operation of the office.
4. Maintains/reconciles petty cash account for BOE office on monthly basis.

5. Prepares agenda and the related documents for monthly Board meetings; transcribes minutes of Board meetings; maintains official minutes of Board meetings.
6. Prepares correspondence, legal advertisements and public notices for the SBA/BS and E.R.B.O.E. Members related to Board business.
7. Prepares Travel related documents for SBA/BS.
8. Assists in making NJSBA annual reservations and other arrangements for activities of the E.R.B.O.E.
9. Assists SBA/BS with processing School Ethics Disclosure forms in timely manner.
10. Assists SBA/BS in the annual School Election process.
11. Prepares OPRA responses as deemed necessary by the SBA/BS.
12. Establishes and maintains Business Office filing system covering aspects of record retention.
13. Assists in the administration of the Workmen's Compensation insurance pool.
14. Maintains monthly reports and correspondence specifically related to log of injuries for Workers Compensation reporting purposes.
15. Assist with the development of the district's annual budget, developing the annual budget calendar, inputting into the states DOENET, etc.
16. Prepares bid documents and packages related to the district's purchasing and bidding process, assists in the preparation of bid advertisements and assists in the bid opening process.
17. Coordinates facilities usage applications; seeks BOE approval, invoices use according to fee schedule (as applicable); certifies appropriate liability insurance for applicants.
18. Prepares and distributes a monthly facility usage calendar as approved by E.R.B.O.E.
19. Maintains contracts for special education students sent out of district and seeks approval of contract(s) set forth by the Child Study Team for all services deemed necessary.
20. Maintains Child Nutrition file including Direct Certification and Verification reporting of Free/Reduced Lunch applications for the district.
21. Assists the SBA/BS in the preparation and submission of state, federal and local reports, Child Nutrition, Non-Public programs, etc.
22. Assists Bus Drivers with licensure information for county reporting purposes.
23. Assists/administrates transportation for district student bussing and field trips, maintains contracts and compiles information for DRTRS required reporting.
24. Prepares and distributes a monthly transportation calendar for student field trips as approved by E.R.B.O.E.
25. Assists Accounts Payable in maintaining the district's fixed asset inventory.
26. Performs clerical functions for the processing of Pre K contracts and monthly tuitions for supporting site activities.
27. Assists SBA/BS in preparing documents package and analysis for the monthly bank reconciliations.
28. Performs data entry pertaining to the accounting software and assists in the preparation of the required monthly reports required of the SBA/BS.
29. Participates in meetings, in-service training, workshops, etc. for the purpose of conveying and/or gathering information required to perform job functions.
30. Assists with researching discrepancies of financial information.
31. Assists in processing school district purchase orders and run account payable process when needed.
- 32.** Assists SBA/BS in the preparation of various documents and miscellaneous reports as deemed necessary and appropriate by the School Business Administrator/Board Secretary or Superintendent.

TERMS OF EMPLOYMENT:

Salary, terms and conditions and work year to be determined by the Board of Education.

EVALUATION:

Performance of this job will be evaluated in accordance with the provisions of the Board of Education's Policy on evaluation of non-certificated personnel.

APPROVED: June 17, 2021

Legal References:

N.J.S.A. 18A:6-7.1 through- 7.5 Criminal history record

N.J.S.A. 18A:16-1 Officers and employees in general

N.J.S.A. 18A:16-2 Physical examinations; requirements

N.J.S.A. 18A:17-2 Tenure of secretarial and clerical employees

N.J.A.C. 6:3-4A Requirements of physical examinations

Immigration Reform and Control Act of 1986, 8 U.S.C.A. 1100 et seq.