

# POLICY

## Reports to

Superintendent of Schools and Board of Education

## Terms of Employment

Twelve months

## Qualifications

1. Master's Degree in Education or related field
2. N.J. Certification as a School Business Administrator
3. Minimum of three years of administrative experience
4. Such alternatives to the above qualifications as the Board may find appropriate.

## Performance Responsibilities

### A. As School Business Administrator

The Business Administrator is responsible to the Superintendent of Schools and shall be considered a member of the professional staff of the school district. In addition to his or her role of Business Administrator, he or she shall also serve as Secretary to the Board of Education. As Business Administrator, he or she shall have the following responsibilities and the authority to execute them effectively.

1. Provide general supervision and coordination of all business affairs, including supervision of the accounting system necessary to provide the Board and administration with accurate financial records, reports, and information.
2. Assist in the planning, preparation, and interpretation of the annual school budget.
3. Conduct all district purchasing in accordance with state laws and regulations in harmony with the Board policies.
4. Recruit, supervise, and evaluate personnel for positions in the area of school business operation.
5. Administer approved regulations for the rental or use of school buildings and grounds for other than school groups and supervise the use of school facilities by nonschool organizations.

# POLICY

## BOARD OF EDUCATION FRANKLIN BOROUGH

ADMINISTRATION

1320 / Page 2 of 4

Duties of School Business Administrator/Board Secretary  
Jan 89

6. In cooperation with other administrators, assume the responsibility for supervising the maintenance of the buildings and operations through the head custodian.
7. Is responsible for contractual transportation services for all district children, including nonpublic and special education pupils relative to the payment of funds.

### B. As Board Secretary

The Board Secretary shall carry out the noneducational functions of the school system. The specific duties of the office shall be assigned with the authority and responsibility to carry them out under the general direction of the Board of Education. In addition to his or her role of Board Secretary, he or she also serves as the Business Administrator. In this latter role, he or she is directly responsible to the Superintendent.

1. Maintain all securities, documents, title papers, record books, and other papers of the Board.
2. Prepare all regular, special, and executive session minutes of the Board.
3. Collect moneys due the Board and deposit same with the Treasurer of School Moneys.
4. Preserve in his or her office all accounts, vouchers, and contracts relating to the public school.
5. Exercise expenditure control through account allocation and determination of fund availability prior to commitment.
6. Certify to all payrolls and items related thereto, including withholding tax, pension fund contributions, insurance premiums, social security taxes, hospitalization deductions, etc.
7. Take responsibility for payroll as follows:
  - a. Prepare 24 payrolls per year;
  - b. Submit all enrollment and transfer forms to the Division of Pensions;
  - c. Check and distribute W-2 forms;
  - d. Check computer printouts;

# POLICY

## BOARD OF EDUCATION FRANKLIN BOROUGH

ADMINISTRATION

1320 / Page 3 of 4

Duties of School Business Administrator/Board Secretary  
Jan 89

- e. Maintain payroll agency receipts and disbursement reports on a monthly basis;
  - f. Check and prepare quarterly reports;
  - g. Prepare monthly labor distribution and check transmittal for submission to the computer in the preparation of budget reporting each month;
  - h. Confer with teachers and other employees in answering questions concerning their checks, etc.
  - i. Distribute paychecks and mail same when necessary;
  - j. Maintain miscellaneous records necessary for payroll preparation.
8. Perform internal audit which shall include:
    - a. Checking authority to support purchases; and
    - b. Determining that merchandise and services have been received.
  9. Assume responsibility for all advertisements for bids and supervise the letting of all contracts.
  10. Prepare all reports to the Board for work under his or her supervision, including a monthly cash report in cooperation with the Treasurer of School Moneys.
  11. Be responsible for all records pertaining to employee absence, substitute service, and bedside and home instruction relative to the payment of funds.
  12. Prepare and distribute all meeting notices in compliance with the Open Public Meetings Act.
  13. Conduct the annual election and/or other special elections including the following:
    - a. Receive and check petitions;
    - b. Conduct drawing for position on the ballot;
    - c. Advertise budget and hearing;

# POLICY

## BOARD OF EDUCATION FRANKLIN BOROUGH

ADMINISTRATION

1320 / Page 4 of 4

Duties of School Business Administrator/Board Secretary  
Jan 89

- d. Call election board members and instruct them concerning election procedures;
  - e. Request and obtain copy signature registers from the county election board;
  - f. Have ballots printed;
  - g. Transmit absentee ballots to county clerk;
  - h. Obtain supplies for election;
  - i. Obtain election reports;
  - j. Post at least seven election notices;
  - k. Take responsibility for numerous other duties in connection with carrying out the election procedures, all of which shall be done on a timely basis in order to comply with statutes.
14. Maintain file for all insurance policies.
15. Invest Board funds in accordance with Board policy.
16. Perform other duties which may be written within the scope of his or her employment as may be assigned by the Superintendent under the authority of the Board of Education.

Date Adopted: 1/16/89