

TRENTON BOARD OF EDUCATION JOB

DESCRIPTION

ASSISTANT BUSINESS ADMINISTRATOR/COMPTROLLER

QUALIFICATIONS:

1. Bachelor's Degree in Accounting or Finance, Master's Degree in Business Administration preferred.
2. New Jersey School Business Administrator or Eligibility required
3. Certificated Public Accountant, required.
4. Five (5) years' experience in public school finance and five years' supervisory experience in a public school district.
5. Knowledge of Generally Accepted Accounting Principles (GAAP) procedures, other State and Federal accounting guidelines as they pertain to the operations of public schools' districts; and knowledge of the implementation of payroll, purchasing and accounts payable systems in public school districts.

REPORTS TO:

School Business Administrator

JOB GOAL

Responsible for organizing, planning, and managing all aspects of the payroll, accounts payable, accounting, grants, nutrition services and transportation functions of the school district. In addition, assists the Business Administrator in managing all of the business office operations of the school district.

SUPERVISES: Assistant Comptroller, Payroll Staff, Accounting Staff, Accounts Payable Staff, Nutrition Services Staff, and Transportation Staff.

A. Supervisory Responsibility:

1. Directs the total operation of the Accounting Department including assisting with the interviewing and hiring of employees within the accounting, payroll, accounts payable, grants, nutrition services and transportation departments.
2. Assures that the correct GAAP procedures are in place and utilized.
3. Supervises, delegates, and evaluates the performance of employees within the departments.
4. Enforces compliance with Board of Education, State and Federal rules and regulations with respect to the financial and accounting group activities.
5. Assigns appropriate staff to maintain computerized record keeping system.

B. Management Responsibility:

1. Budgets

- a. Assists with the planning, compilation, and execution of the district school district budget.
- b. Assists with reviewing the budget with administrative staff for accuracy before it is finalized.
- c. Assists in the execution of the enacted budget including administrative controls where required.
- d. Monitors the reliability and integrity of all the financial information.

2. Payroll

- a. Responsible for the correct and timely production of payroll checks.
- b. Communicates with the payroll supervisor to remain abreast of any potential issues regarding payroll.
- c. Assures the accuracy and reliability of check production (including failsafe/backup plans).

3. Accounts Payable

- a. Responsible for the correct and timely issuing of checks.
- b. Plans and arranges for the implementation of systems for the payment and collection of bills.
- c. Oversees the accuracy and reliability of bills and their appropriate payment (including failsafe/backup plans)

4. School/District Banks Accounts

- a. Responsible for accuracy and reliability of all information and maintenance pertaining to school bank accounts.
- b. Audits/reviews journal entries prepared by staff members for accuracy.
- c. Maintains open communication with the School Treasurer to insure that any necessary adjustments to the school accounts occur in a timely manner.
- d. Assures that all district accounts are properly closed and balanced by the end of the fiscal year.
- e. Oversees and carries out the investments of Board funds.
- f. Manages and tracks cash flow.

5. Audits

- a. Responsible for the School Boards preparedness for federal and state grants audits, as well as annual independent audits.
- b. Reviews and evaluates audits of accounts, vouchers, and other financial records.
- c. Implements and monitors effective internal controls.

6. Accounts Receivable

- a. Responsible for accurately accounting for and documenting all monies received by the school district.

- 8. Grants
 - a. Responsible for accurately accounting for and documenting all grant funds that are due to the school district.
 - b. Responsible for overseeing the program managers to ensure that all grant funds are accurately accounted for and documented.
- 9. Staff Development
 - a. Oversees staff development with regard to maintain current knowledge of laws and regulatory changes relevant to their roles and positions.
 - b. Ensures that staff members maintain/develop the computer skills necessary to satisfactorily complete their jobs.
 - c. Communicates information to staff on policies and procedures for compliance.
- 10. District Operations
 - a. Assists in supporting all Business Office operations for the school district.
- C. Behavioral Expectations
 - 1. Upholds philosophies/values of Trenton Board of Education.
 - 2. Serves as role model in exercising safe and appropriate work habits.
 - a. Demonstrates knowledge of and follows prescribed safety policies/procedures.
 - b. Demonstrates general knowledge of work processes within skill area.
 - c. Maintains CPA certificate.
 - d. Attends workshops and conferences in order to maintain knowledge and leadership skills.
 - 3. Promotes positive inside and outside relations.
 - a. Interacts with other departments, the school treasurer and outside vendors as needed regarding accounting issues.
 - b. Works in consultant with the School Business Administrator to ensure that accounting issues are handled in a smooth and timely manner.
- D. Administrative Responsibility
 - 1. Establishes goals and objectives for the units in the departments.
 - 2. Provides orientation on accounting policies and procedures.
 - 3. Prepares any monthly, quarterly and/or annual reports concerning the financial status of the school district for the Board.
 - 4. Provides input, as appropriate, regarding financial and accounting matters.
- E. Other
 - 1. Performs other duties related to the operation of the Accounting Department, as assigned by the School Business Administrator.

**TERM OF
EMPLOYMENT:** Twelve (12) month position

BARGAINING UNIT: Confidential Employee

SALARY: In accordance with the Confidential Employee contract

STATUS: Hourly Salaried X
Exempt Non-Exempt X

EVALUATION: Performance of this position will be evaluated annually in accordance with provisions of the Board's policies and procedures for Confidential Administrators.

BOARD APPROVAL: September 19, 2016