

# **Caldwell – West Caldwell Public Schools**

## **Job Description**

**Title:** **Assistant to the Business Administrator**

### **QUALIFICATIONS:**

1. College degree
2. Five or more years of experience in a school business office or equivalent
3. Such other qualifications as may be specified

**REPORTS TO:** Business Administrator

### **RESPONSIBILITIES:**

1. Assume responsibility for bookkeeping of district cash receipts and expenditures of school district funds
2. Assist the Business Administrator in preparing and implementing the annual school budget
3. Assist in monthly accounting and reporting of the district's financial statements
4. Assist in preparation, accounting, and maintenance of budgetary controls over all special state and federal program funds
5. Work with the Director of Special Education to insure appropriate accounting of department invoices and analysis and administration of that department's annual budget
6. Perform all other duties as directed by the Business Administrator
7. Prepare and maintain billing for subscription busing, tuition payments (non-resident), and HSA and Caldwell-West Caldwell Education Foundation reimbursements for donations to schools