

Caldwell – West Caldwell Public Schools

Job Description

Title: **School Business Administrator**

QUALIFICATIONS:

1. NJ School Administrator Certification
2. Other qualifications as set by the state board of education
3. Such other qualifications as may be specified by the Board

REPORTS TO: Superintendent of Schools

RESPONSIBILITIES:

1. Give notice of all regular or special meetings of the Board to the members thereof and to the public; record the minutes of all proceedings of the Board; and provide the results of any annual or special school election
2. Serve as the general accountant of the Board
 - a. Collect tuition, fees, and other moneys to the Board;
 - b. Examine and audit all accounts and demands against the Board;
 - c. Keep and maintain such accounts of the financial transactions of the district as shall be prescribed by the state board
3. Report to the Board, at each regular meeting, the amount of total appropriations and the cash receipts for each account, and the amount for which warrants have been drawn against each account and the amounts of orders or contractual obligations incurred and chargeable against each account since the date of the last report
4. At the close of each fiscal year, present to the Board a detailed report of its financial transactions and file with the County Superintendent copies thereof as may be required
5. Administer oaths in relation to the school matters of the district
6. Prepare the school budget, the necessary background and data, under the direction of the Superintendent of Schools
7. Conduct business and financial studies for planning purposes
8. Keep currently informed on taxation at all levels

9. Manage the purchasing of equipment, supplies, and services required by the school district
10. Manage the receipt, storage, inventory control, and distribution of equipment and supplies
11. Supervise the accounting system of the district for the purpose of maintaining accurate financial records
12. Direct the work of maintenance, custodial, and cafeteria personnel of the school district
13. Direct personnel in the operation and maintenance of school buildings and grounds
14. Oversee all aspects of transportation services
15. Supervise the work of clerical personnel and accounting personnel in the Business Office
16. Perform such other duties as may be assigned by the Superintendent or Board