

job description

BOARD OF EDUCATION DENVILLE

Position: Assistant to Business Administrator/Assistant Board Secretary

Responsible to: Board Secretary/School Business Administrator

- Qualifications:
1. Minimum 15 years of successful secretarial/administrative experience with knowledge of health benefits information.
 2. Strong word processing and other computer skills
 3. Must be accurate, well organized, versatile and have strong interpersonal skills to communicate effectively both within and outside the central office.
 4. Must take pride in appearance of work.
 5. Ability to deal effectively with the general public.
 6. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

Terms of Employment: 12 Months as per Work Rules

Goal: Assist the Business Administrator with administering the district's business affairs and goal setting. Also assumes primary responsibility for the day to day operation of health benefits, as well as tuition billing and collection.

Duties and Responsibilities:

1. Administers the district's health insurance and workman's compensation insurance plans and any other type board approved employee benefits plan. This includes enrollments, plan changes, communication with the carriers, brokers and employees, claims assistance (where required) and review of the monthly billing.
2. Communicates effectively with the members of the Board of Education.
3. Handles all secretarial tasks including dictaphone transcription, word processing, filing, telephone, appointments, mail and correspondence.
4. Assists in the maintenance of the Right-to-Know files and the AHERA Management Plan, including setting up mandated training classes and notifying staff.

5. Prepares budget books and assists in the budget development/presentation process.
6. Works with the County Board of Elections on annual school election process including Board Resolutions and meeting deadlines given by the Superintendent of Elections for compliance with election law.
7. Types all board meeting minutes and maintains official minute books.
8. Maintains all tuition contracts for students received in Denville and for students sent to out-of-district placements. Ensures that tuition billing and collection is timely and accurate and communicates with other districts and private schools where necessary. Including non-resident teacher tuition agreements.
9. Administers the district's special milk program, including interaction with the State and the district's schools and reviews the monthly milk invoice from the vendor for payment and prepares payment to the vendor. Performs monthly reconciliation of milk fund account. Every two years as required by law also prepares bid documents and processes the procedures to bid the purchase of milk for the school system.
10. Maintains all use of facilities records in the business office. Also prepares monthly bills for some organizations to recover custodial overtime costs.
11. Participates as needed in the annual audit.
12. Bidding Preparing (typing, advertising, distribution of bid packages and logging of bids and record maintenance). Attends Pre-Bid Meetings as needed.
13. Advertising of legal notices, board meeting changes, etc., for compliance with applicable laws. Attends Boards Meetings as needed.
14. Established and maintains contract and warranty files for Capital and Maintenance Projects.
15. Completely administers the Flexible 125 Account and performs monthly bank reconciliation.
16. Maintains records, pays invoices for unemployment (SUI) account.
17. Checks current expense account status daily and completes a transmittal for cash received.
18. Performs all typing and phone calls for the Maintenance Specialist. Including receiving phone messages from schools related to paging the Maintenance Specialist. Prints reports as needed for updates on the School Dude Software.
19. Handles miscellaneous insurance claims, such as property, liability and student accidents.

20. Annually gives to the County Superintendent of Schools a list of names of the school officials, by office and position, whose responsibilities require them to complete the Financial and Personal/Relative Disclosure Statement (Ethics Law Compliance). Then continues to follow up and secure all disclosure statements.
21. Notifies the County Superintendent by the county deadline of the names of the newly elected Board Members to obtain Financial and Personal/Relative Disclosure Statement.
22. Works closely with Business Administrator for Board Agenda items monthly. Assists Business Administrator with carrying out all business operations for the District.
23. Supervise all business office personnel.
24. Maintains accounts receivable ledger, tuition, milk and pay to play, invoices proper parties and collects funds in a timely fashion.
25. Maintains Professional Grant Accounts.
26. Attends meetings and training sessions, representing the school district and accurately records items that must be handled by the district.
27. Assists the BA/Board Secretary in maintaining of all records and papers of the board, and makes public records available for public inspection.
28. Maintains strict confidentiality and a high level of professionalism in a performance of all assigned duties.
29. All other duties as assigned related to this position.

Adopted: August 18, 2014