

DELRAN TOWNSHIP SCHOOL DISTRICT

Assistant to Board Secretary

Reports to: School Business Administrator/Board Secretary

Job Goal: Responsible for efficient operation of all school district financial operations including, but not limited to accounts payable dip files, vendor lists, fixed assets inventories, records and payment schedules. The incumbent shall serve as the lead person for the district in all aspects of the audit process, for all jurisdictions, and shall have sole responsibility for the configuration and maintenance of district management information files relating to the functions of the Business Office.

Performance Responsibilities:

1. Serve as mentor and technical advisor for all office staff.
2. Prepare annual budget statement using approved district administrative software package, including infra-district transmission of related data among cost centers.
3. Maintain computerized records and generate required reports for district financial transactions.
4. Generate adhoc financial reports as needs may be identified.
5. Maintain contact with vendor support representatives to insure proper maintenance of district administrative software packages.
6. Assist in transmission of data to the New Jersey Department of Education through the automated data reporting system (DOEnet).
7. And all other duties as assigned by your immediate Manager and/or Superintendent.

Qualifications:

1. Completion of a general education secondary program or equivalent along with demonstrated capacity in data base management programs
2. Ability to operate a computer and related software in a complex, multi-task network environment, in which comprehensive oversight is a continuous responsibility.
3. Ability to read and interpret documents such as operating and maintenance instructions, and procedure manuals, including complex technical issues.
4. Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals; compute rate, ratio, and percent and to draw and interpret bar graphs. Ability to manage these complex computations using computer based applications software.

5. Ability to read and interpret documents such as operating and maintenance instructions, and procedure manuals, including complex technical issues. Ability to write routine and unique reports and correspondence based on multi-faceted data interpretations. Ability to speak effectively before groups of employees and service providers of the district, representing the Board Secretary where necessary.

Terms of Employment:

12-month work year; salary to be determined by the Board of Education.

Evaluation:

Performance of this job will be evaluated annually in accordance with the provisions of the Board's policy on evaluation of noncertified personnel.

APPROVED BY THE BOARD OF EDUCATION: February 13, 2012