

GLEN RIDGE PUBLIC SCHOOLS- JOB DESCRIPTION

Central Office Administration

Non-certified

TITLE: CONFIDENTIAL SECRETARY TO THE SCHOOL BUSINESS ADMINISTRATOR**QUALIFICATIONS:**

1. Understanding of the principles and practices of financial accounting and reporting procedures consistent with statute, code, and GAAP requirements
2. Knowledge of accepted business practices, laws, and regulations governing school districts related to budget preparation and administration, risk management, purchasing, transportation, food services, school plant operations, and facility planning
3. Minimum experience as determined by the board
4. Required criminal history background check and proof of U.S. citizenship or legal resident alien status
5. Demonstrated organizational, communication, and interpersonal skills

REPORTS TO: Business Administrator / Board Secretary**JOB GOAL:**

To assist the Business Administrator in managing the business affairs of the district efficiently and effectively to ensure that educational support services help to achieve the educational goals of the district with the available financial resources.

PERFORMANCE RESPONSIBILITIES:Budget and Finance

1. Assists the BA in auditing claims, invoices, and demands against the board.
2. Collects tuition fees and other moneys due to the board not payable directly to the treasurer of school moneys.
3. Assists in the procurement of supplies and equipment for the district in accordance with law and board policies. Enters purchase orders at the direction of the BA and the Supervisor of B & G.
4. Manages petty cash account.
5. Compile printing requests for the school district; obtain quotes and maintain a file of printed items; prepare quotes; oversee delivery and distribution.
6. Assists in administering the district's insurance/risk management program.
7. Assists the BA in keeping records of the investment of board funds in accordance with statute and board policy.

Facilities and Operations

1. Assists the BA and the Supervisor of Buildings and Grounds in overseeing the operation and maintenance of school facilities and custodial, grounds and maintenance services. Helps to maintain required reports and enters all building and grounds requisitions.
2. Assists in the efficient operation of the district's food services program; ensure that procedures are in accordance with law and regulations.
3. Assists in the operation of the student transportation program. Prepares the district's DRTRS.
4. Assists in scheduling the use of school buildings and grounds by authorized groups in accordance with board policies.

CONFIDENTIAL SECRETARY TO THE SCHOOL BUSINESS ADMINISTRATOR (continued)

5. Assists in compiling a list with the name and social security number of each bus driver or substitute driver and certification of a valid school bus driver's license and criminal background check.

Record Keeping/Reporting

1. Assists the BA / board secretary in maintaining the records and papers of the board and makes public records available for public inspection.
2. Maintains a log of general correspondence and drafts responses to inquiries.
3. Attends meetings and training sessions, representing the school district and accurately recording items that must be handled by the district.
4. Maintains labor laws posters and other postings as required by law
5. Maintains records as per records retention schedule and prepares for disposal as needed.

Board Responsibilities

1. When assigned, attends district school board meetings and speaks on assigned topics.
2. Prepares and types motions onto the Board meeting agenda as directed by the Business Administrator or Superintendent.
3. Assists in preparing the agendas, exhibits, and official meeting minutes and aids in handling correspondence of the board.
4. Register for NJSBA Convention and sign up board members for events and seminars; hotel reservations; prepare the itinerary of events. Organize Board mandatory training and fingerprints.
5. Prepare and distribute meeting notices, press releases, and legal notices as required.
6. Provide extracts of board minutes when required.
7. Provide Business Administrator with forms for meetings.
8. Assist Business Administrator with answering OPRA requests.
9. Assists in preparing and updating the annual list (on or before February 1) of the school officials, by office and position, whose responsibilities require the filing of the Financial and Personal/Relative Disclosure Statements.

Business Administrator

1. Compose and type letters and correspondence at the direction of the Business Administrator.
2. Maintain contract files, including tuition contracts, transportation contracts, capital projects, and insurance.
3. Collect and record monthly tuition.

Miscellaneous

1. Performs such other duties as may be assigned by the business administrator/board secretary.

TERMS OF EMPLOYMENT: Twelve months. Contract terms and salary to be determined by the board.

ANNUAL

EVALUATION: Performance of this job will be evaluated annually in accordance with NJ State law and the provisions of the board's policy on evaluations.

Approved by:

Date:

CONFIDENTIAL SECRETARY TO THE SCHOOL BUSINESS ADMINISTRATOR (continued)

Revised:

LEGAL REFERENCES:

Note: Refer to Business Administrator/Board Secretary for a more comprehensive list

<u>N.J.S.A.</u> 18A:4-14	Uniform system of bookkeeping for all school districts
<u>N.J.S.A.</u> 18A:67.1-7.5	Criminal history record; employee in regular contact with pupils; grounds for disqualification from employment; exception
<u>N.J.S.A.</u> 18A:12	School Ethics Act
<u>N.J.S.A.</u> 18A:161	Officers and employees in general
<u>N.J.S.A.</u> 18A:171	Removal, etc., of secretaries, assistant secretaries, school business administrators, and business managers during terms of office
<u>N.J.S.A.</u> 18A:172	Tenure of secretaries, assistant secretaries, school business administrators, business managers, and secretarial and clerical employees
<u>N.J.S.A.</u> 18A:1713	Assistant and acting secretaries; appointment, powers, and duties
<u>N.J.S.A.</u> 18A:1714	Clerks in the secretary's office
<u>N.J.S.A.</u> 18A:18A	Public School Contract Law
<u>N.J.S.A.</u> 18A:19	Expenditure of Funds; Audit and Payment of Claims
<u>N.J.S.A.</u> 18A:22	Budget and Appropriations
<u>N.J.S.A.</u> 18A:33	Facilities in general
<u>N.J.S.A.</u> 18A:39	Transportation to and from schools
<u>N.J.S.A.</u> 19:60	School election
<u>N.J.S.A.</u> 47:1A	Public access to government records
<u>N.J.A.C.</u> 6A:9-12.7	School business administrator
<u>N.J.A.C.</u> 6A:23	Finance and business services
<u>N.J.A.C.</u> 6A:26	Educational facilities
<u>N.J.A.C.</u> 6A:26-2	Long-range facilities plans
<u>N.J.A.C.</u> 6A:26-3	Capital project review
<u>N.J.A.C.</u> 6A:26A	District comprehensive maintenance plans
<u>N.J.A.C.</u> 6A:27	Student transportation
<u>N.J.A.C.</u> 6A:30	Evaluation of the performance of school districts
<u>N.J.A.C.</u> 6A:32	District operations
<u>N.J.A.C.</u> 6A:32-3.2	Requirements for the code of ethics for district board of education members and charter school board of trustees

GLEN RIDGE PUBLIC SCHOOLS -JOB DESCRIPTION

Central Office Administration

NONCERTIFIED

TITLE: PAYROLL/BOOKKEEPER

QUALIFICATIONS:

1. High School diploma; courses in bookkeeping, accounting and business mathematics; Bachelor's degree in Accounting/Finance preferred
2. Minimum experience as determined by the board
3. Effective bookkeeping skills and demonstrated proficiency in data processing and use of automated office equipment and software packages.
4. Experience with a human resources information system.
5. Good interpersonal and communication skills. High level of interpersonal skills required to interact with employees, leaders, vendors and others.
6. Required criminal history check and proof of U.S. citizenship or resident alien status

REPORTS TO: School Business Administrator

JOB GOAL:

To administer the district's payroll and benefits program and district's business operations with a high degree of responsibility, discretion and confidentiality, using independent judgment, in addition to routine work necessary for the smooth and efficient administration of the payroll and benefits program and the operation of the office.

PERFORMANCE RESPONSIBILITIES:

1. Posts payroll transactions to various ledgers, journals, and registers; and assists in preparing, adjusting, and closing journal entries and prepares various payroll reports. Reviews payroll transactions for accuracy and completeness, verifies against appropriate documentation, and forwards for processing; inputs payroll data into the computer for tracking, manipulation, and reporting purposes; and compiles and prepares specialized payroll reports for department. Researches payroll records to assist in the identification and resolution of problems, errors, or inadequacies of payroll information.
2. Records employee information such as personal data, compensation and benefits information. Updates employee information. Examines employee files to answer questions from authorized individuals. Processes employee pension program enrollments.
3. Performs related functions such as:
 - a. Research and answer employee questions regarding pay policies;
 - b. Prepare payroll actions and handle payroll errors;
 - c. Act as a liaison for communication and problem solving;
 - d. Human Resource notices (W-4s, and direct deposit requests);
 - e. Audit and review various payroll data (timecards, bonuses, payments);
 - f. Review salary changes, new hire information and status changes;
 - g. Functions as first point of contact for benefit vendors and internal customers;
 - h. Prepares quarterly pension reports, tax returns, W-2's and 1095c's.

PAYROLL & BENEFITS (continued)

4. Compiles and processes payroll information including data entry of timesheets, deductions, and related data. May also be responsible for calculation of over time, incentive pay, shift differential etc. Calculates pay by multiplying applicable hours by rate. Prepares deductions for authorized and mandatory deductions. Enters data on hires, terminations, and wage adjustments. Prepares and maintains periodic payroll reports to include earnings, tax, and deduction summaries. Serves as the primary contact for employee payroll related questions, inquiries, and concerns.
5. Prepares financial statements, income statements, and cost reports to reflect financial condition of the district.
6. Assists the School Business Administrator in development of budget.
7. Assist Business Administration/Board Sectary in year-end close out of accounts and preparation of yearly audit.
8. Maintains SMID records in NJSmart.
9. Works in consultation with Business Administrator to determine encumbrance amounts and appropriate accounts to which they are charged
10. Assist in preparation of all state and federal reports
11. Assist in preparation of Board of Education reports monthly and annual reports
12. Monitor appropriations for over expenditures and advise Business Administration/Board Sectary
13. Records cash receipts
14. Maintains and reconciles all Bank accounts and reconciliations
15. Prepares and information for submission to the Treasures of school money
16. Coordinates and assists with implementation of specific district benefit programs for benefit-eligible employees. Consult, advise and act as liaison to employees, insurance carriers, health care providers and the hospital community at large. Analyzes and prioritizes workflow and serves as lead trainer for support staff.
17. Manages annual Open Enrollment process and other special projects as needed. Originates and implements informational sessions. Maintains a high level of knowledge and skill regarding State and Federal laws and regulations governing employee benefits and how they pertain to benefit plans administration, e.g., ERISA, COBRA, HIPAA. Monitors administration of existing programs at the Benefits Center to assure compliance with federal, state, and other applicable regulations. Develops and maintains learning plan to ensure expertise through variety of reading, research, learning programs, seminars, etc. Conducts new hire orientations, both group and individual, explaining options and benefits packages.
18. Creates and updates the departmental or district SOP Manual:
 - a. Researches need for updates to Benefits Plan Document;
 - b. Explains insurance benefits;
 - c. Summary Plan Descriptions as necessary.
19. Administers Retirement Program, handles retirement paperwork.
20. Organizes job functions and work assignments to be able to effectively complete assignments within established time frames.

PAYROLL & BENEFITS (continued)

21. Provides customer support for behavioral health appeals, difficult or sensitive claims resolution and for claims resolution for ad staff.
22. Maintains confidentiality of sensitive correspondence, records and information.
23. Maintains records as per records retention schedule and prepares for disposal as required.
24. Performs other related duties as assigned by the superintendent or school business administrator. Serves as backup to other HR staff as necessary.

TERMS OF

EMPLOYMENT: Salary and work year to be determined by the board.

ANNUAL

EVALUATION: Performance of this job will be evaluated annually in accordance with NJ State law and the provisions of the board's policy on evaluations.

Approved by:

Date:

Revised:

LEGAL REFERENCES:

<u>N.J.S.A.</u> 18A:6-7.1	Criminal history record
<u>N.J.S.A.</u> 18A:16-1	Officers and employees in general
<u>N.J.S.A.</u> 18A:16-2	Physical examinations; requirement
<u>N.J.S.A.</u> 18A:17-2	Tenure of secretarial and clerical employees
<u>N.J.S.A.</u> 18A:4-14, -14.1	Uniform system of bookkeeping for school districts
<u>N.J.S.A.</u> 18A:34-2	Care and keeping of textbooks and accounting
<u>N.J.A.C.</u> 6A:23-2	Double-entry bookkeeping and GAAP accounting in local school districts
<u>N.J.A.C.</u> 6A:32-6	School employee physical examinations

Immigration Reform and Control Act of 1986, 8 U.S.C.A. 1100 et seq.

GLEN RIDGE PUBLIC SCHOOLS- JOB DESCRIPTION

Central Office Administration

Non- Certified

TITLE: ACCOUNTS PAYABLE/RECEIVABLE

QUALIFICATIONS:

1. Understanding of the principles and practices of financial accounting and reporting procedures consistent with statute, code and GAAP requirements
2. Knowledge of accepted business practices, laws and regulations governing school districts related to budget preparation and administration, risk management, purchasing, transportation, food services, school plant operations and facility planning, or is willing and able to study and attend training to gain this knowledge
3. Minimum experience as determined by the board
4. Required criminal history background check and proof of U.S. citizenship or legal resident alien status
5. Demonstrated organizational, communication and interpersonal skills

REPORTS TO: Business Administrator / Board Secretary

JOB GOAL:

To assist in the administration of the district's business operations so as to provide the maximum services for the financial resources available, with a high degree of responsibility, discretion and confidentiality, using independent judgment, in addition to routine work necessary for the smooth and efficient operation of the office.

PERFORMANCE RESPONSIBILITIES:

1. Accounts Payable:
 - a. Vendors - set up and maintain accurate vendor files
 - b. Review requisitions for proper paperwork and verify accuracy of information
 - c. Review requisitions for compliance with EOE and pay-to-play regulations
 - d. Distributes purchase orders.
 - e. Posts purchase orders to budgetary accounts.
 - f. Collects, processes and audits bills.
 - g. Follows up outstanding purchase orders.
2. Prepares bill list, checks and their distribution.
3. Maintains understanding of the functions and operations of the district's financial accounting computer software.
4. Tracks monthly utility, fuel and health benefits and works in consultation with Business Administrator to determine encumbrance amounts and appropriate accounts to which they are charged
5. Assumes responsibility for Student Activities accounts. Oversees compliance and assists the secretaries.
6. Works with auditor during school district audits.
7. Prepares necessary reports for the school business administrator/board secretary.
8. Maintains records as per records retention schedule and prepares for disposal as required.

ACCOUNTS PAYABLE/RECEIVABLE (continued)

- 9. Maintains tuition reimbursement records and pays accordingly.
- 10. Verifies 1099 data and confirm recipients.
- 11. Assists in procurement of supplies and equipment for the district in accordance with law and board policies.
- 12. Accounts Receivable:
 - a. Maintains invoicing ledger and mails invoices for tuition fees and other monies due to the board.
 - b. Follows up on outstanding invoices.
- 13. Performs such other duties as may be assigned by the business administrator / board secretary.

TERMS OF EMPLOYMENT: Twelve months. Contract terms and salary to be determined by the board.

ANNUAL

EVALUATION: Performance of this job will be evaluated annually in accordance with NJ State law and the provisions of the board's policy on evaluations.

Approved by:

Date:

Revised:

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<u>N.J.A.C.</u> 6A:27	Student transportation
<u>N.J.A.C.</u> 6A:30	Evaluation of the performance of school districts
<u>N.J.A.C.</u> 6A:32	District operations

Glen Ridge Public Schools 2020-2021 School Calendar

July						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

July

January

- 4 Schools Reopen
- 18 Martin Luther King Day - School Closed

January -19 days						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

August						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

August

- 19 New Staff Orientation
- 20 New Staff Orientation
- 26 All Staff Orientation
- 27 2nd Day for Teachers

February

- 11 Early Dismissal Students - Professional Day for Staff
- 12 Schools Closed
- 15 Presidents' Day - Schools Closed
- 16 Schools Closed

February - 17 days						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

September - 20 days						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

September

- 1 1st Day for Students
- 7 Labor Day - Schools Closed
- 28 Yom Kippur - School Closed

March

- 15 Early Dismissal Students - Professional Day for Staff

March - 23 days						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

October - 21 days						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

October

- 12 Columbus Day
- Professional Day for Staff

April

- 2 Good Friday - Schools Closed
- 12 - 16 Schools Closed - Spring Break

April - 16 days						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

November - 17 days						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

November

- 5-6 Schools Closed - Teachers Convention
- 25 Early Dismissal
- 26 Thanksgiving Day - Schools Closed
- 27 Thanksgiving Break - Schools Closed

May

- 31 Memorial Day - Schools Closed

May - 20 days						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

December - 17 days						
S	M	T	W	T	F	S
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

December

- 23 Early Dismissal
- 24-31 Schools Closed - December Break

June

- 16 Last Day of School - Early Dismissal
- 17 High School Graduation

June - 13 days						
S	M	T	W	T	F	S
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Total Days - 183

If emergency closing days exceed three (3) days, make up days will be taken from either February Winter Break or April Spring Break. Any unused emergency days will be given as days off on the Memorial Day weekend or an earlier end of the school year.

June 17 will remain as High School Graduation Day.

- School Closed
- Early Dismissal