

**RAHWAY PUBLIC SCHOOLS**  
**Rahway, NJ**

**Job Title:** Assistant School Business Administrator and Assistant Board Secretary

**Qualifications:**

1. School Business Administrator Certificate.
2. Computer-literate in financial accounting and spreadsheet software.
3. Strong background in accounting & finance.
4. Construction management and information technology.
5. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.
6. Required criminal history background check.
7. Proof of U.S. citizenship or legal resident alien status.
8. Understanding of the principles and practices of financial accounting and reporting procedures consistent with statute, code, and GAAP requirements.
9. Knowledge of accepted business practices, laws, and regulations governing school districts related to budget preparation and administration, risk management, purchasing, transportation, food services, school operations, and facility planning, or is willing and able to study and attend training to gain this knowledge.
6. Ability to work effectively with staff and parents.
7. Demonstrated ability to work harmoniously in a multicultural, diverse community.
8. Strong interpersonal and communication skills.
9. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.
10. Demonstrated organizational, communication, and interpersonal skills.
11. Such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

**Reports To:** School 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.

**Primary Responsibilities:**

**Budget and Finance**

1. Assists the business administrator/board secretary in the preparation of the annual school budget and helps with the administration of all phases of the budget throughout the year.

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2. Assists in keeping accurate and detailed accounts of all financial transactions as prescribed by statute, administrative code, and board policy.
3. Assists the BA in auditing claims, invoices, and demands against the board.
4. Assists the BA in collecting tuition fees and other monies due to the board, not payable directly to the treasurer of school monies.
5. Assists in the procurement of supplies and equipment for the district in accordance with law and board policies.
6. Assists in administering the district's insurance/risk management program.
7. Assists in the oversight of the preparation of the district payroll and ensures proper maintenance of records related to auditing requirements, tax laws, and employee benefits. Also assists with implementing hospitalization, major medical, and other types of board-approved employee benefit plans.
8. 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 in overseeing the operation and maintenance of school facilities and custodial, grounds, and maintenance services. Helps to maintain the required reports.
2. Assists the superintendent and the BA in the implementation of the district's multi-year (3-5 years) comprehensive maintenance plan.
3. Assists in the efficient operation of the district's food services program; ensures that procedures are in accordance with law and regulations.
4. Assists in the operation of the student transportation program.
5. Assists in scheduling the use of school buildings and grounds by authorized groups in accordance with board policies.
6. 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 in developing and updating policies for all aspects of the school business operation.
2. Assists the BA/board secretary in maintaining the records and papers of the board, and makes public records available for public inspection.
3. Maintains a log of general correspondence and drafts responses to inquiries.
4. Attends meetings and training sessions, representing the school district and accurately recording items that must be handled by the district.
5. 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.

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6. Before the annual submission to the executive county superintendent, assists in checking the completed disclosure forms to ensure that both required forms have been filed; that all questions have been answered or indicated as not being applicable; and that each copy is signed by an original signature.

**Board Responsibilities**

1. When assigned, attends district school board meetings and speaks on assigned topics.
2. Assists in preparing the official meeting minutes and aids in handling correspondence of the board.
3. Assists in preparing the list of the names of all persons on the February 1 list of school officials and all newly elected or appointed persons who have failed to file as required under the law.

**Miscellaneous**

1. Assist in the supervision of the daily operations of the Business Office.
2. Supervise the purchase of all materials and preparation of bid specifications.
3. Assist in maintaining a continuous internal auditing program for fund accounts.
4. Coordinate and oversee capital projects; manage state reporting requirements.
5. Assume the responsibilities of Board Secretary when required.
6. Performs such other duties as may be assigned by the Superintendent or designee.

**Terms of Employment:** Twelve months. Contract terms and salary to be determined by the board.

**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.

**Adopted:** September 30, 2025