



West Windsor-Plainsboro Regional School District

Job Description

Job Title: Administrative Assistant for Finance
Department: Finance
Report To: Assistant Superintendent for Finance/Assistant School Business Administrator/Comptroller
Salary Guide: Non-Affiliate A; Twelve-month contract
Prepared Date: 11 October 2022

Position Summary: Provides executive level administrative support to finance department. Works closely with the comptroller and assistant business administrator to determine organization administrative priorities and ensures timely completion of those priorities by performing the following duties personally or through other district staff.

Qualifications: Associate's degree (A.A. or A.S.) or equivalent from a two-year college or technical school. Appropriate experience will be considered as a qualification for this role in lieu of a degree. One year of related experience and/or training, or equivalent combination of education and experience. To perform this job successfully, an individual must have strong administrative skills and the ability to prioritize work with minimal supervision. Demonstrates experience with independent projects and tasks. Must possess expert knowledge of computer software applications.

Essential Duties: The administrative assistant for finance has the duties and responsibilities, commonly associated with this position, which are performed directly or through the proper delegation of authority, within the framework of the general laws of New Jersey, the regulations of the NJ State Department of Education, the policies and rules of the West Windsor-Plainsboro Regional School District, and the terms of the collective bargaining agreements and policies, with all of which they are expected to be familiar.

Assistant Superintendent of Finance

- Supervise and coordinate the efficient workflow of the finance department relative to the responsibilities of the assistant superintendent of finance.

- Aid the assistant superintendent of finance, assistant business administrator and comptroller by analyzing and coordinating office services and affairs such as budget preparation and control, fiscal affairs, equipment utilization, records control, and special management studies.
- Prepare sensitive materials in the areas of labor relations, labor management, employee complaints/ grievances, and teacher relations.
- Arrange meetings on behalf of the finance department and other school board members and ensure that participants, as appropriate, are briefed on issues to be raised at such meetings.
- Study management methods in order to improve the effectiveness and efficiency of workflow and reporting procedures for all areas under the supervision of the assistant superintendent.
- Design, implement, and monitor management data storage and retrieval system for the assistant superintendent of finance.

Board of Education

- When necessary, attends school board meetings for the purpose of recording and researching concerns raised by board members and the public.
- Coordinate work of other departments to ensure timely completion and distribution of the board agenda.
- Compile narrative minutes and statistical reports for board of education, and the county and State education and oversight authorities.
- Interact with New Jersey School Boards Association to aid board members in training opportunities.
- Interact with State and county offices for the elections of school board members.
- Assist in the preparation of Finance Committee agenda, materials and summary notes.

Other Administrative

- Respond to inquiries and requests for information from employees, parents, board, students and community members and perform research necessary to provide an accurate and informed response.
- Prepare formal presentation materials and assists in the public presentation of policy proposals or reports.
- Prepare correspondence and answer inquiries regarding school district matters.
- Compiles statistical and other data from questionnaires and surveys required by local, state and national organizations.
- Review and analyze budget reports to ensure timely and accurate completion by district cost centers.
- Identify administrative needs and develop appropriate solutions or recommendations.
- Interpret and apply laws, rules, and regulations applicable to the organization.
- Conduct cost/benefit analyses and evaluations of programs, staffing, and equipment utilization.

- Ensure and coordinate timely placement of Board Agenda items specific to the finance department
- Prepare purchase orders for finance department, budget, capital reserve and bond referendums.
- Analyze procedures and workflow of a division or program, and recommend improvements in such areas as purchasing, accounting, budget development, and administration.
- Coordinate collection and preparation of operating reports such as budget expenditures, and statistical records.
- Prepares or assists in the preparation of correspondence, reports and documents, including but not limited to legal documents, insurance programs, grants, resolutions, notices agendas and minutes.
- Acts as custodian of confidential documents and records and executes administrative policies determined by or in conjunction with other officials.
- Process Free and Reduced Lunch forms, conduct verification process and maintain PaySchools data.
- Maintain district building use calendar (FS Direct). Communicate with outside organization regarding the rental of space and billing of usage.

Special Projects

- Work with the New Jersey Schools Development Authority as it relates to the district's construction projects.

Additional Responsibilities

- Perform all other duties that may be assigned assistant superintendent for finance, assistant business administrator or comptroller.

TECHNOLOGY SKILLS

Proficiency in computer applications pertinent to support the position, including but not limited to Microsoft Office, Microsoft Excel, Google Suite, Systems 3000, Genesis Employee Portal, and Student Information System.

EVALUATION OF PERFORMANCE

Performance of this position will be evaluated annually in accordance with the New Jersey Administrative Code and Board of Education policy.

PHYSICAL DEMANDS

Physical Demands include the ability to remain in a stationary position when necessary, occasionally move about the building to access colleagues and/or supplies. Ability to operate a computer and/or other office machinery. Must be able to securely file

confidential documents. Ability to communicate verbally, and in writing via technology devices or handwritten correspondence. The physical demands described in this job description are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities through an interactive process of determining essential duty task completion options.

TERMS OF EMPLOYMENT

12 Month Contract. Salary and benefits as determined by the Board of Education and any applicable and collective negotiations agreement.

The information contained in this job description is reviewed and approved by the Board of Education and may be modified as district and state requirements evolve. This job description does not constitute a written employment contract.

NEW JERSEY FIRST ACT

New Jersey First Act, N.J.S.A. 52:14-7 (L. 2011, Chapter 70), requires employees of all school boards to reside in the State of New Jersey unless otherwise exempted under the law.

AMERICANS WITH DISABILITIES ACT STATEMENT

External and internal applicants, as well as employees who become disabled, must be able to perform the essential functions listed on this job description either unaided or with reasonable accommodation. The West Windsor-Plainsboro School District shall determine reasonable accommodation on a case-by-case basis in accordance with applicable law, in the event such a determination becomes necessary.

The West Windsor-Plainsboro Regional School District is proud to be an Equal Employment Opportunity and Affirmative Action employer. The district does not discriminate based upon race, religion, color, national origin, gender (including pregnancy, childbirth, or related medical conditions), sexual orientation, gender identity, gender expression, age, status as a protected veteran, status as an individual with a disability, or other applicable legally protected characteristics.

Board Approval Date: 10/11/22

Certified by: Cy Comella
Director of Human Resources