



West Windsor-Plainsboro Regional School District

Job Description

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

Position Summary: The Assistant School Business Administrator (ASBA) assists the Assistant Superintendent for Finance in the performance of School Business Administrator duties. The ASBA oversees the finance department and supervises the activities of the finance office, including payroll and accounts payable.

Qualifications: Master's degree or CPA certificate, minimum four years related experience in school or municipal business administration preferred, valid New Jersey School Business Administrator standard certificate is required.

Essential Duties: The Assistant School Business Administrator has the responsibilities and performs the duties commonly associated with this position, including, but not exclusive of, the following, 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 West Windsor-Plainsboro Regional School District, and the terms of the collective bargaining agreements, with which he/she is expected to be familiar.

Essential Duties and Responsibilities

- Establish and maintain long-range and other fiscal plans.
- Assist both the Superintendent and the Assistant Superintendent for Finance with preparing the annual budget based upon district resources and needs.
- Ensure that all district fiscal, insurance (property, workers' comp., and health) and food services comply with the policies of the Board and the regulations of the district.
- Manage all district insurance coverage and advise the Assistant Superintendent for Finance about insurance coverage for protection against property losses and potential liabilities.
- Administer the district's insurance/risk management program.

- Manage efficiently the district systems of accounting, purchasing, investment, insurance, and food services.
- Recommend to the Assistant Superintendent for Finance economic strategies, objectives, and procedures for the district.
- Recommend modifications to existing district programs.
- Prepare reports that summarize and forecast the district's business activity and financial position in areas of income, expenses and revenues based on past, present and expected operations.
- Participate in the Finance Committee meetings.
- Prepare records for the annual audit and participate in audits of the district's accounts.
- Prepare reports required by regulatory agencies.
- Manage financial aspects of the employee health benefits program.
- Manage disbursements and transfers of funds and act as the liaison to banking institutions.
- Increase the capability of the staff assigned to his/her area of responsibility through consultation and in-service training.
- Analyze the effectiveness of district programs in his/her area of responsibility and recommend changes in program direction, staffing, or management strategies as necessary.
- Increase the efficient use of district resources in his/her area of responsibility.
- Help to interpret the budget and the district affairs under his/her supervision to interested members of the school district community.
- Develop personal capabilities in financial strategies and supervisory methods.
- Conduct himself or herself in a professional manner at all times.
- All other duties as assigned.

SUPERVISORY RESPONSIBILITIES

Directly supervises Comptroller, Accounts Payable Supervisor, Food Services Manager, Accountant, and related support staff.

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 for the evaluation of administrative personnel.

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: 10/11/2022

Certified by: CJ Cornella
Director of Human Resources

