



## West Windsor-Plainsboro Regional School District

### Job Description

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

**Position Summary:** The Comptroller assists the Assistant Superintendent for Finance and Assistant Business Administrator in supervising, managing and coordinating the business office activities of the school district by performing the following duties personally or through department staff.

**Qualifications:** Master's degree or CPA certificate, minimum two years related experience in school or municipal business administration. Valid New Jersey School Business Administrator standard certificate or certificate of eligibility required.

**Essential Duties:** The Comptroller 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.

#### **Comptroller Essential Duties:**

- Assist in the preparation of budget, reviews budget proposals and prepares necessary supporting documentation and justification.
- Assist in administering all phases of the budget throughout the year; analyze budget variances.
- Assist in the execution of the enacted budget, including administrative controls where required.
- Calculate and collect out-of-district tuition.
- Assure that the district conforms to state GAAP code requirements.
- Prepare/supervise a reconciliation of bank accounts.
- Prepare budget transfers for Board or State approval.

- Keep accurate and detailed accounts of all financial transactions as prescribed by statute, administrative code and Board policy.
- Assist in providing administration with timely reviews of the district's financial status and progress in its various programs and activities.
- Direct determination of depreciation rates to apply to capital assets.
- Assist in preparing reports required by regulatory agencies.
- Assist in preparing records for annual audit and participate in the audits of the district's accounts.
- Assist in coordinating functions of the Payroll Office and Accounts Payable.
- Schedule and monitor receipt of tax levy payments.
- Assist in monitoring all district funds including current, capital and improvement authorizations.
- Analyze procedures and workflow of the finance department and recommend improvements in such areas as purchasing, budget development, and administration.

#### **Assistant Board Secretary Essential Duties:**

- Perform the duties of the board secretary in a relief capacity in the absence of the board secretary.
- When necessary, attends school board meetings for the purpose of recording and researching concerns raised by board members and the public.
- Compile narrative minutes for board of education, and the county and state education and oversight authorities.
- Properly manage the archival, retention, and retrieval of the permanent minute records of the Board of Education.

#### **RELATIONSHIP TO PRINCIPALS AND SUPERVISORS**

- Serve as a resource person to principals, directors, and supervisors.
- Work with principals, assistant principals, directors, and supervisors in organizing and coordinating programs throughout the district.

#### **ADDITIONAL RESPONSIBILITIES**

Perform other tasks and responsibilities as the Assistant Superintendent for Finance or Assistant Business Administrator, from time to time, may assign or delegate.

#### **SUPERVISORY RESPONSIBILITIES**

In the absence of the Assistant Superintendent for Finance and/or Assistant Business Administrator, supervises the Accounts Payable Supervisor, Food Services Manager, Payroll Supervisor, Accountant, and 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**

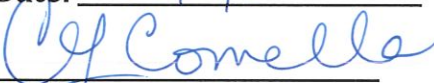
New Jersey First Act, N.J.S.A. 52:14-7 (L. 2011, Chapter 70), requires employees of all school boards to reside in the State of New Jersey unless otherwise exempted under the law.

## **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:**   
**Director of Human Resources**