

1320 DUTIES OF SCHOOL BUSINESS ADMINISTRATOR/  
BOARD SECRETARY

Qualifications: Holds or is eligible for a School Business Administrator's certificate

Primary Function: Administer the business and financial affairs of the district

Reports to: Superintendent of Schools

Supervises: Assistant Board Secretary, Assistant Business Administrator, Purchasing Coordinator, Education Center Administrative Assistant, Accounts Payable Clerk, Payroll Manager, Payroll Assistant, Transportation Coordinator, Accounts/Benefits Secretary, Community School Coordinator, School Resource Officer, Manager of Maintenance and Custodial Services, Director of MIS

Liaison with: Transportation, Food Service, Village Manager, Village of Ridgewood

### Major Duties and Responsibilities

1. Finance
  - a. Manages the financial affairs of the district;
  - b. Oversees the development and management of the budget;
  - c. Supervises accounting procedures;
  - d. Supervises the collection, safekeeping, and distribution of all funds and proper cash flow;
  - e. Administers the food service, plant operation, maintenance, engineering, construction, insurance, purchasing, inventory, bidding, and transportation programs for the district;
  - f. Acts as adviser to the Superintendent on all questions relating to the business and financial affairs of the district;
  - g. Assists in recruiting, hiring, training, supervising, and evaluating all business office personnel;



# POLICY

## RIDGEWOOD BOARD OF EDUCATION

### ADMINISTRATION

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Duties of School Business Administrator/  
Board Secretary

- h. Arranges for the internal auditing of school accounts and works with the external auditing firm;
  - i. Interprets the financial concerns of the community.
  - j. Prepares and presents all necessary and required monthly, calendar year, fiscal year, and special financial reports;
  - k. Is authorized to sign all purchase orders, Board-approved contracts, Board-approved agreements, and other official Board-approved documents on behalf of the Board of Education; and
  - l. Performs other duties as directed by the Superintendent.
2. Other District Operations
- a. Oversee compliance with all Open Public Records Act (OPRA) requests;
  - b. Work with the Community School Coordinator to direct the Ridgewood Community School, including budgeting, staffing and daily operations;
  - c. In conjunction with the School Resource Officer review and address, as appropriate, all complaints concerning the residency status of pupils attending the Ridgewood schools;
  - d. Performs official duties as the Secretary to the Board;
  - e. Works with the Director of MIS to ensure all information and technology issues are addressed in an appropriate manner; and
  - f. Works with the School Resource Officer and vendors, where necessary, to review safety and security measures and make recommendations to the Board for any necessary improvements.

Terms of Employment: Twelve months

Evaluation: In accordance with the Board policy on evaluation of staff and the State administrative code.

Adopted: 7 December 2009

