



Haddonfield Board of Education

1 Lincoln Avenue
Haddonfield, New Jersey 08033

Job Description

Page 1 of 2

POSITION: Administrative Assistant to Business Administrator

QUALIFICATIONS:

- High School Graduate
- Minimum of five (5) years of experience in a school district business office and minimum of two (2) years post-secondary training in business/administrative office operations
- Demonstrated experience and skilled in Excel Spreadsheets, Word Processing and Database software
- Ability to work independently or in groups
- Good oral and written communication skills and professional attitude
- Notary Public

PRIMARY FUNCTION: To provide administrative support services for the Business Administrator and Business Office Services and will act as liaison between district and community, administration, parents and staff

REPORTS TO: Business Administrator/Board Secretary

MAJOR DUTIES AND RESPONSIBILITIES:

Under the direction and authority of the Business Administrator/Board Secretary will assist in:

1. Keeping current and accurate account of all financial transactions and reconciliation with the school treasurer
2. Keeping current and accurate out-of-district student tuition records
3. Verification of monthly food service transactions and records
4. Verification of bi-weekly documentation of flexible spending account transactions
5. Reading Recovery documentation and financial record keeping
6. Use of facility payment record keeping



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Page 2 of 2

7. Administration of district-wide phone system operations
8. All district-wide transportation services, contracts and reporting.
9. Special and Annual School Board Election procedures
10. Personnel and Vendor contracts as necessary
11. Bid and Quotation distribution and receipt
12. Monitoring and reconciliation of district-wide Petty Cash account
13. Insurance claims and follow-up activities
14. Preparation of annual property, liability insurance renewal
15. School budget preparation
16. Policy and Procedure Manual updates
17. E-Rate and other deregulation programs
18. Coordination of non-resident student investigation activities
19. Student accident claims and follow-up activities
20. Monitoring of personnel files and verification of employee salaries
21. Other duties and activities as assigned by the Business Administrator/Board Secretary

TERMS OF EMPLOYMENT: Twelve Month Position

EVALUATION: Performance of this position will be evaluated in accordance with provisions of the Board of Education's policy

BENEFITS: Benefits are available to full time employees per the negotiated contract.

BOE Approved Date: 05/24/01
BOE Review Date: