



## Haddonfield Board of Education

1 Lincoln Avenue  
Haddonfield, New Jersey 08033

### Job Description

Page 1 of 2

**POSITION:** Business Advisor to the *SHIELD* – HIGH SCHOOL

**PURPOSE:** To coordinate all financial and business related aspects of publishing the school's yearbook.

**ACTIVITIES:**

1. Supervises the selection of staff members and instructs them in appropriate sales and record keeping procedures.
2. Prepares a budget based on the publishing costs and related photographic and miscellaneous expenses encountered annually.
3. Supervises and records all patron solicitations as part of the fund raising procedures.
4. Oversees the counting and bookkeeping of all monies collected and deposited with the General Treasurer of School Activities.
5. Organizes the distribution of the publication in June.
6. Consults with the Editorial Advisor regularly on financial matters
7. Is responsible for turning in all financial information on a timely basis and must "close" the club's books prior to the end of the school year in order to receive final stipend payment.

**FUNDING:** Basically the *SHIELD* is a self-supporting activity paid for through the cost of the yearbook and patrons. The advisor should be familiar with the contracts with the publisher and photographer.

**DURATION:** September to June

There are peak times when students are selling and collecting payments for the yearbook. These normally occur from October - December and April - May. Distribution of the *SHIELD* takes place during the closing days of the school year.



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**Page 2 of 2**

**STIPEND:** Based on Schedule B in the Working Agreement.

BOE Approved Date:

BOE Review Date: