



HACKENSACK PUBLIC SCHOOLS
191 Second Street, Hackensack, NJ 07601

JOB DESCRIPTION

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| TITLE: | Assistant Business Administrator | |
| REPORTS TO: | School Business Administrator | |
| DATE APPROVED: | June 2025 | BY: Board of Education |

NATURE AND SCOPE OF JOB:

The Assistant School Business Administrator assists the School Business Administrator in administering the business affairs of the district to provide the most audit-compliant, cost-effective and efficient services with the resources available.

QUALIFICATIONS:

1. Hold a Master's Degree or higher from an accredited college or university.
2. Have a minimum of experience in public school business operations or public school accounting, including at least one year of experience in a supervisory capacity.
3. Have a valid state certificate to practice as a School Business Administrator. (A letter of eligibility may be acceptable.)
4. Demonstrate excellent initiative, personal integrity and business ethics.
5. Exhibit positive interpersonal skills to relate well with students, staff, administration, parents, and the community.
6. Demonstrate the ability to communicate effectively and concisely in English, both orally and in writing, using proper grammar and vocabulary.
7. Demonstrate the ability to use computers for word processing, data management, data analysis and telecommunications.
8. Demonstrate aptitude and competence for assigned responsibilities.
9. Provide proof of U.S. citizenship or legal resident alien status and required criminal background check.
10. Provide evidence that health is adequate to fulfill the job functions and responsibilities with
11. reasonable accommodation pursuant to 42 U.S.C. 12101 and in accordance with N.J.A.C. 6:3-4A.4.

TERMS OF EMPLOYMENT:

Twelve (12) month work year; salary and benefits as per the approved Contract Agreement; and all conditions established by the laws of the State of New Jersey, and policies and regulations established by the Board of Education (N.J.S.A. 18A:27-4 et seq.).

PERFORMANCE RESPONSIBILITIES:

1. Supports Purchasing, Food Services, Transportation, Accounting and/or Financial service operations of the district as requested.
2. In the absence of the School Business Administrator/Board Secretary, the Assistant School Business Administrator assumes responsibility for the operations of the Business Office and Board Secretary Responsibilities, in compliance with all the laws, administrative codes, and Board policies and regulations.
3. Assists the School Business Administrator in the preparation and administration of the annual school Budget and administration of all phases of the budget throughout the school year.
4. Assists the School Business Administrator with the general and special fund accounting, including preparation of all related federal, state, county and local reports.

5. Assists the School Business Administrator with the audit of all claims, invoices and demands against the Board, including presenting them for Board approval and submission to the treasurer of school monies for payment.
6. Assists with supervision of the financial affairs of the schools including independent special projects as assigned.
7. Oversees selected administrative tasks of business operations areas.
8. Assists the School Business Administrator in the preparation of the budget and administration of the budget control process.
9. Researches questions relating to the business and financial affairs of the district.
10. Maintains positive, cooperative, and mutually supportive relationships with the administration, instructional staff, students, parents, and representatives of resource agencies within the community.
11. Attends required staff meetings and serve, as appropriate, on staff committees.
12. Assists in administering the district's insurance/risk management program. Assists in operation of the student transportation program.
13. Attends meetings and training sessions, representing the school district and accurately recording items that must be handled by the district.
14. Assists in scheduling the use of school buildings and grounds by authorized groups in accordance with board policies.
15. Assists the School Business Administrator and the board in developing and updating policies for all aspects of the school business operation.
16. Safeguards and maintains all records and papers of the board, and devises a system of acceptable recording and filing to guarantee the safety and availability of all reports, minutes of meetings, contracts, communications and publications, and such other documents as the board may place in the secretary's custody.
17. Assists the School Business Administrator with the retention and destruction of public documents in accordance with state law and retention schedules and serves as the district's records management officer.
18. Assists the School Business Administrator prepare specifications for special and service contracts.
19. Assists the School Business Administrator with notification of all board members of regular and special meetings.
20. Assists the School Business Administrator with recording of all proceedings of board meetings, prepares the official meeting minutes and handles all correspondence of the board.
21. Assists the School Business Administrator with notification of the New Jersey School Boards Association of the names of newly-elected or appointed school board members in a timely manner to ensure the fulfillment of training required by the School Ethics Act.
22. Assists the School Business Administrator with planning, coordinating, and supervision of renovation and new construction work.
23. Assists the School Business Administrator with operations of Food Services, food service facilities and cafeteria fund accounting.
24. Assists the School Business Administrator with supervision of the required student transportation program.
25. Assists the School Business Administrator with supervision of maintenance of all school vehicles and equipment.
26. Assists the School Business Administrator with supervision of the storage of supplies and equipment, maintaining a comprehensive and current inventory.
27. Assists the School Business Administrator with oversight of regular and special maintenance of all buildings, grounds, and facilities.
28. Continues to grow professionally through collaboration with colleagues; and professional growth experiences.

29. Protects confidentiality of records and information gained as part of exercising professional duties and use discretion in sharing such information within legal confines.
30. Adheres to New Jersey school law, State Board of Education rules and regulations, Board of Education policies and regulations, school regulations and procedures, and contractual obligations.
31. Performs any duties that are within the scope of employment and certifications, as assigned and not otherwise prohibited by law or regulation.
32. All other duties as assigned by Superintendent.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential responsibilities and functions of this position.

Unless reasonable accommodations can be made while performing this job, the staff member shall:

1. Sitting, standing and walking for required periods of time.
2. Speaking, listening and visual acuity.
3. Use close vision, color vision, peripheral vision and depth perception along with the ability to adjust focus.
4. Able to communicate effectively in English, verbally and in writing, using proper grammar and vocabulary. American Sign Language or Braille may also be considered as acceptable forms of communication.
5. Use strength to lift and/or move up to a maximum of 20 pounds to perform the functions of the job.
6. Reaching, lifting, bending, kneeling, stooping, pushing, pulling, finger dexterity, and repetitive motions, to handle objects and operate tools, computers, and/or controls.

ENVIRONMENTAL DEMANDS:

The environmental demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive.

1. Exposure to a variety of childhood and adult diseases and illnesses.
2. Occasional exposure to a variety of weather conditions.
3. Exposure to heated/air conditioned and ventilated facilities.
4. Exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment.
5. Function in a workplace that is usually moderately quiet but that can be noisy at times.

EVALUATION:

Performance of this job will be evaluated annually in accordance with New Jersey State Law and the provisions of Board policy on evaluations.