

**RUMSON-FAIR HAVEN REGIONAL HIGH SCHOOL DISTRICT
JOB DESCRIPTION MANUAL**

OFFICE SERVICES PERSONNEL

ADMINISTRATIVE ASSISTANT - SCHOOL BUSINESS ADMINISTRATOR

QUALIFICATIONS:

1. Associates/Bachelor's Degree preferred.
2. Minimum of five (5) years NJ school business office experience with related responsibilities preferred.
3. Advanced computer usage with multiple software applications, including Systems 3000 or similar software.
4. Knowledge of State and Federal Laws and Regulations as they apply to payroll distribution, pensions, and taxes.
5. Strong understanding of and adherence to confidential information and reporting in keeping with applicable laws and Board Policy.
6. Ability to communicate effectively with staff and public.

REPORTS TO: SCHOOL BUSINESS ADMINISTRATOR

JOB GOAL: Assists the School Business Administrator in the effective and efficient management of the Business Office to ensure the prompt and accurate handling of all matters related to payroll, employee benefits, pupil transportation, accounting, and related administrative functions of the school business office.

SCOPE OF RESPONSIBILITY:

**PAYROLL, BENEFITS, BUSINESS OFFICE, AND TRANSPORTATION
RESPONSIBILITIES:**

1. Prepare and ensure the timely and accurate development and submission of payroll distributions as scheduled.
2. Thorough understanding of contractual obligations as they relate to salaries, hourly rates, stipends, etc., for all positions based on negotiated agreements.

3. Prepare and submit all tax payments and returns as required. Annually, prepare and distribute W-2's and all other related document reporting to all employees.
4. Enroll personnel, prepare, and submit all pension reports as required.
5. Enroll/terminate employees in employee health benefit programs or health benefit waivers ensuring active listing and accurate accounting at all times.
6. Coordinate COBRA notifications and payments as required.
7. Administer Flexible Spending Plan accounts and payments as required.
8. Assist in representing the employer with State Unemployment issues including information necessary for the preparation of documents requested, and participate if required in hearings.
9. Processes verification of employment as related to employee financial records.
10. Be competent in the knowledge and utilization of Systems 3000 software program applications as well as other computer products that are applicable to this position.
11. Coordinate and implement software updates for the Systems 3000 accounting, personnel and payroll software.
12. Demonstrate high level of skill with use of Google, Microsoft Excel and Word, and general computer software applications.
13. Review and track all Superintendent recommendations to the Board of Education relating to personnel appointments, payment of stipends, all rates of pay, leaves of absence, and other changes. Issue employment contracts and maintain employee payroll files.
14. Ability to interface with staff and answer questions regarding individual's payroll or health benefit issues and concerns.
15. Assist the Business Administrator on preparation and monitoring the school district budget, cash flows and transfers.
16. Assist in monitoring and financial reporting of federal and state grants.
17. Process wire transfers between bank and accounts for investments, bill lists, payroll and debt service payments.

18. Record all cash receipts and deposits and track all accounts receivables.
19. Issue year-end senior awards and scholarship payments.
20. Coordinate all aspects of the student free and reduced lunch program in accordance with State and Federal guidelines.
21. Coordinate transportation for in-district and out of district students, non-public students in grades K-12, and prepare the annual District Report of Transported Students for submission to the NJ Department of Education.
22. Provide back-up for other business office staff as needed.
23. Maintain permanent Board minutes and Financial Reports Records.
24. Any other duties as assigned by the School Business Administrator or Superintendent of Schools.

TERMS OF EMPLOYMENT: 12-MONTHS (NON-ALIGNED)

EVALUATION: The Administrative Assistant will be evaluated annually by the School Business Administrator in accordance with the provisions of the Board adopted policy concerning staff evaluations.

APPROVED BY THE RFH BOARD OF EDUCATION: December 14, 2021