

CENTRAL OFFICE ADMINISTRATION

TITLE: BOARD SECRETARY

REPORTS TO: Superintendent/Board of Education

QUALIFICATIONS:

1. Baccalaureate degree in Business Administration, accounting or related business training and experiences
2. Must be bonded in accordance with law
3. Demonstrated understanding of principles and practices of financial accounting for school districts
4. Knowledge of school law as it relates to job requirements
5. Strong organizational and communication skills
6. Required criminal history background check and proof of U.S. citizenship or legal resident alien status

JOB GOAL: To ensure efficient operation of the board of education in compliance with duties specified by laws, statutes and directives.

PERFORMANCE RESPONSIBILITIES:

1. 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
2. Notifies all board members of regular and special meetings. Attends all board meetings.
3. Records all proceedings of board meetings and handles all correspondence of the board.
4. Performs all duties related to school elections as required by law.
5. Presides at the annual reorganization meeting of the board until such time as a president is elected.
6. Administers the Oath of Office to newly elected board members
7. Serves as general accountant of the board, and keeps correct and detailed accounts of all financial transactions as prescribed by statute and approved board policy. Provides the board with written reports on the same.
8. Assumes responsibility for audit of all claims, invoices and demands against the board, presents them for approval and forwards them to the treasurer of school moneys for payment.
9. Reports to the board at each regular meeting the amounts appropriated, expended and transferred into or out of an item of appropriation, for each item of appropriation shown on the prescribed budget form.
10. Reports to the board once each month the amount of appropriations and the cash receipts for each account, and the amounts for which warrants have been drawn against each account and the amounts of orders or contractual obligations incurred and chargeable against each account since the previous report.
11. Certifies to the board each month that no budget line item has been over expended.
12. Prepares a synopsis or summary of the annual audit and recommendations, prior to the holding of the board meeting to take action thereon. A copy of the synopsis or summary shall be made available for distribution to interested parties at the meeting.
13. Collects tuition fees and other moneys due to the board not payable directly to the treasurer of school moneys and transmits such funds to the treasurer.
14. Reports to the commissioner, by August 1, the amount of interest-bearing school debts of the municipality and the district with rates of interest, dates when bonds and other evidences of indebtedness were issued, and the due date.
15. Provides the board with a detailed end-of-year fiscal report in the manner and form prescribed by the commissioner, and files a copy with the county superintendent before August 1.
16. Files with the county superintendent a report listing the name and social security number of each bus driver and substitute driver and certification of a valid school bus driver's license and criminal background check.

TERMS OF EMPLOYMENT: Appointed annually to serve July 1 through June 30. Contract terms and salary to be determined by the board.

EVALUATION: Performance of this job will be evaluated annually in accordance with provisions of the board's policy on evaluation of the board secretary.

APPROVED: October 16, 2007

LEGAL

REFERENCES:

<u>N.J.S.A.</u> 18A:4-14	Uniform system of bookkeeping for all school districts
<u>N.J.S.A.</u> 18A:14-1 et seq.	Annual and special school elections
<u>N.J.S.A.</u> 18A:16-1	Officers and employees in general
<u>N.J.S.A.</u> 18A:17-1	Removal, etc., of secretaries
<u>N.J.S.A.</u> 18A:17-2	Tenure of secretaries
<u>N.J.S.A.</u> 18A:17-5	Appointment of secretary; terms; compensation; vacancy
<u>N.J.S.A.</u> 18A:17-6	Bond of secretary
<u>N.J.S.A.</u> 18A:17-7	Secretary to give notices and keep minutes, etc.
<u>N.J.S.A.</u> 18A:17-8	Secretary; collection of tuition and auditing or accounts
<u>N.J.S.A.</u> 18A:17-9	Secretary; report of appropriations, etc., custodial duties, etc.
<u>N.J.S.A.</u> 18A:17-10	Secretary; annual report
<u>N.J.S.A.</u> 18A:17-11	Secretary; taking oaths
<u>N.J.S.A.</u> 18A:17-12	Secretary; annual financial report to the commissioner
<u>N.J.S.A.</u> 18A:17-12.1	Secretary; retirement or pension; amount
<u>N.J.S.A.</u> 18A:19-1	Expenditure of funds on warrant only
<u>N.J.S.A.</u> 18A:22-8	Contents of budget; program budget system
<u>N.J.S.A.</u> 18A:23-4	Preparation and distribution of synopsis of annual audit
<u>N.J.S.A.</u> 18A:39-17	Names, social security numbers, and certification of bus driver's license and criminal background check
<u>N.J.A.C.</u> 6:8-4.9	School resources; finance and facilities
<u>N.J.A.C.</u> 6:20-2A-1	Prescribed systems of double entry bookkeeping and GAAP accounting
<u>N.J.A.C.</u> 6:20-2A.2(i)3i	Notification of any changes in anticipated revenue sources
<u>N.J.A.C.</u> 6:20-2A.7(c)	Employee organizational dues
<u>N.J.A.C.</u> 6:20-2A.8(b)5	Petty cash fund
<u>N.J.A.C.</u> 6:20-2A.9	Summer payment plan
<u>N.J.A.C.</u> 6:20-2A.10(b) 4(c)(d)(e) and (g)	Overexpenditure of funds
<u>N.J.A.C.</u> 6:20-2A.11	Appropriation of free balance and restricted appropriation
<u>N.J.A.C.</u> 6:20-2A.12	Capital reserve account procedures

Manual for the Evaluation of Local School Districts (P.T.M. No. 1180.00, Revised June, 1993)
Elements 7.2, 7.3, 7.4