

1320 DUTIES OF SCHOOL BUSINESS ADMINISTRATOR/BOARD SECRETARY

Link Community Charter School's School Business Administrator/Board Secretary supports the overall financial health and accountability of the school. The School Business Administrator/Board Secretary shall be directly responsible to the Head of School or his/her designee for the performance of his/her assigned duties and responsibilities as School Business Administrator and to the Board for the performance of his/her legal duties as Board Secretary. Working closely with the Chief Operating Officer and his/her staff, the School Business Administrator/Board Secretary handles financial, human resources and compliance matters and provides reports to the School Board of Trustees.

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Financial

- Manage school finances: maintain financial records, review and process purchase orders, and handle school monies.
- Prepare Board Secretary Reports, Transfer Lists, Bill Lists, and other financial reports and review for accuracy and consistency.
- Assist Treasurer with reconciliation of bank statements.
- Prepare for annual audits and assist auditor with completion of audit and Corrective Action Plans.
- Make necessary transfers to prevent negative account balances in budgetary accounts.
- Assist with budget development and revision.
- Oversee purchasing process.

Human Resources

- Manage health and pension benefits and advise staff as needed.

Compliance

- Prepare regular reports for NCLB, IDEA, and other grants.



Duties of School Business Administrator/Board Secretary

- Assist and advise administrative staff with enrollment-related tasks such as NJ SMART data entry and Charter School Enrollment Database.
- Advise administrative staff and Board of Trustees on regulatory compliance.
- Respond to the New Jersey Department of Education as needed.

Other Duties

- Attend all Board of Trustees meetings and provide reports or advice as needed.
- Participate in strategic planning initiatives and develop financial projections as needed.
- Maintain warm and productive professional relationships with all LCCS stakeholders.
- Assist the COO with special projects related to school operations or planning.

The School Business Administrator/Board Secretary must possess a New Jersey standard certificate as a School Business Administrator/Board Secretary, a Bachelor's Degree and Master's Degree in a related field, and a minimum of three years' experience as a School Business Administrator/Board Secretary. Working knowledge of employment, education, and public contract law; and experience in negotiating contracts, working with GAAP and fund accounting, and in providing State reports and meeting all State requirements are necessary. Candidates must exhibit positive interpersonal skills to relate well with all stakeholders and possess sound judgment and utmost integrity, as well as the ability to handle confidential and sensitive organizational and personnel matters.

The Board Secretary or his/her designee shall cause notices of all meetings to be served to all members of the Board of Trustees and the Head of School and shall be responsible for the maintenance of the minutes of all meetings of the Board and Board committees; serve or cause to be served all notices; be the custodian of all records other than financial records; and perform all other duties incident to the office of the Board Secretary, and such other duties as may from time to time be assigned by the Board. In the event of absence or disability of the Board Secretary, the Chairperson may appoint a Trustee to serve as a temporary Board Secretary for one or more meetings; or the Board may appoint an Assistant Secretary to perform the duties of the Board Secretary during such absence or disability.

Adopted: 10 June 2014

