

**CAMDEN COUNTY EDUCATIONAL SERVICES COMMISSION
225 WHITE HORSE AVENUE
CLEMENTON, NEW JERSEY 08021
856-784-2100**

JOB DESCRIPTION

TITLE: Assistant to the School Business Administrator / Board Secretary

- QUALIFICATIONS:**
1. Bachelor/Associate degree in accounting, business or equivalent experience.
 2. Minimum experience as determined by the Board.
 3. Demonstrated technology skills including proficiency in the use of Microsoft Word, Excel and Access.
 4. Demonstrated organizational, communication and interpersonal skills.
 5. Pass a Criminal History Review under the provisions of P.L. 1986, C116 and proof of U.S. citizenship or legal resident alien status.
 6. Pass a physical examination in accordance with New Jersey statute, administrative code and Board policy.
 7. Such additions and alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: School Business Administrator / Board Secretary

JOB GOAL: To assure the efficient and effective operation of the business office for maximum positive impact on the programs and services of the Commission.

PERFORMANCE RESPONSIBILITIES:

1. Assist with monitoring financial transactions to maintain compliance with all federal and state statutes, administrative code and Board policies.
2. Maintains records of service contracts for compliance with all federal and state statutes, administrative code and Board policies.
3. Assists in the preparation of the budget.

4. Assists in the financial accounting of all grants including the preparation of applications and reports.
5. Assists in the preparation of specifications and the solicitation and receipt of non-transportation bids and quotes.
6. Monitor the petty cash fund.
7. Prepares and submits reports and other documents as required.
8. Performs any other tasks or duties assigned by the Superintendent or Business Administrator/Board Secretary.

TERMS OF EMPLOYMENT: Twelve months. Contract terms and salary to be determined by the Board of Directors.

EVALUATION: Performance of this job will be evaluated annually in accordance with provisions of New Jersey statute, administrative code, and Board policy.

Board Approved: 9/3/2008