

SCHOOL BUSINESS ADMINISTRATOR

Organization: Elysian Charter School
Date Posted: May 26, 2022
Due Date: Until filled
City: Hoboken
Location: New Jersey
Country: United States
Primary Category: School Business Administrator
Type of Position: Full Time
Experience Requirement: 3-5 Years

Description & Details:

Summary: The Elysian Charter School is seeking an experienced School Business Administrator to efficiently and effectively supervise, manage and coordinate financial and business operations in order to achieve the school's educational and support services goals with available financial resources. The School Business Administrator will also serve as the Secretary to the Board of Trustees.

Certification/Degree Requirements:

- Valid NJ School Business Administrator certificate or certificate of eligibility
- Minimum 3 years' experience as a Business Administrator in a public school system preferred including an understanding of the principles and practices of financial accounting and reporting procedures consistent with GAAP requirements.

Reports to: School Director and Board of Trustees

Performance Responsibilities:

Financial

- Prepares a proposed annual school budget in coordination with the school Director and presents the proposed annual budget to the Board of Trustee for approval.
- Administers all phases of the budget throughout the year.
- Serves as the purchasing agent for the school and is responsible for the proper management of accounts receivable and timely processing of payments.
- Conducts regular internal audits and works cooperatively with external auditors.

Procurement and Contracts

- Manages procurement of all goods and services.
- Prepares and coordinates bid packages.
- Negotiates and oversees contracts with major vendors.

Food Service

- Secures proper vendor services for food service
- Ensures compliance with the NJ Department of Agriculture laws and regulations.
- Prepares monthly report of fiscal status of food service program

Human Resources

- Oversees and administers personnel matters at the school including implementing all school policies and procedures relating to human resources
- Works collaboratively with school attorney and Director to update the faculty handbook as necessary and to maintain legal personnel-related documentation
- Prepare employee contracts for new and renewing employees each year
- Enrolls all new employees in the state pension program, school health and dental benefits program and maintains documents relating to employee benefits for existing employees;
- Provides appropriate information and assistance to staff regarding personnel matters, including payroll, benefits and leave

Board Secretary

- Maintains all records and papers of the Board, including all reports, minutes of meetings, contracts, communications and publication.
- Records all proceedings of Board meetings, prepares the official meeting minutes and handles all correspondence of the Board.
- Notifies all Board members and the public of regular and special meetings and attends all Board meetings.
- Prepares the monthly Board meeting documents, including the meeting agenda and associated documents, and distributes to all Board members and school administration.
- Prepares financial reports to the Board's Finance Committee as needed and attends Finance Committee meetings.
- Prepares notices and assists in coordinating the Board's annual election.

PLEASE SEND RESUME OR PROPOSAL TO: EMPLOYMENT@ECSNJ.ORG