

## NORTHERN HIGHLANDS REGIONAL HIGH SCHOOL DISTRICT

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**TITLE:** **FINANCIAL ASSISTANT TO THE BUSINESS ADMINISTRATOR**

- QUALIFICATIONS:**
1. A bachelor's degree from an accredited college or university.
  2. Three (3) years accounting/school experience, familiar with support service occupation.
  3. Computer literacy including spreadsheets, databases, and word processing skills, Microsoft Excel, Outlook, Word, familiar with school budgeting software. Advanced skills including: recordkeeping ability and ability to compose correspondence.
  4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.
  5. Shall exercise at time of hire a writing, notarized binding letter of confidentiality.
  6. Required criminal history background check and proof of US citizenship or legal resident alien
  7. Ability to sit for extended periods of time and manual dexterity to perform typing skills.

**REPORTS TO:** Business Administrator/BOE Secretary

**ROLE:**

Provide support to the Business Administrator to effectively manage the district's finances and facilities. Organize and manage the business department in order to ensure district, state and national compliance in areas overseen.

**ESSENTIAL JOB FUNCTIONS:**

1. Maintain direct financial records in compliance with GAAP and State requirements, including but not limited to Board Secretary's Report, General Ledger and Cash Receipts and Revenue Reports.
2. Prepare financial reports and bills' list as required for submission to the Board of Education for their review and approval.
3. On a monthly basis oversee reconciliation of checking accounts (General, Payroll, Escrow, Activities, Cafeteria) to internal records and district accounting system.
4. Assist Business Administrator/Board Secretary in preparation and maintenance of

annual district budget.

5. Knowledgeable with regard to all Business Office functions.
6. Coordinate information exchange between Personnel and Payroll Departments.
7. Coordinate Business Office preparations for annual external audit.
8. Coordinate cash receipts for health benefits and outside use of facilities and other areas assigned.
9. Assist in the preparation of bid and/or quotation specifications as required for future purchases.
10. Assist in the supervision of Business Office personnel.
11. Special Projects and other duties as assigned by the Business Administrator/Board Secretary.

**TERMS OF  
EMPLOYMENT:**

Salary and work year to be determined by the Board.

**EVALUATION:**

Performance of this job will be evaluated in accordance with state law and provisions of the board's policy on evaluation of non-certified staff.

BOE APPROVED: 10/2/17  
2<sup>nd</sup> Reading: 10/16/17