

CLUB TYPE	2019-2020 ECA POSITIONS	LAST	FIRST	SALARY	STEP	LONGEVITY	TOTAL COMPENSATION
K-5 (KRS)	REVISED - Musical Producer/Director - split stipend	Ward	Donna	\$750	No Step	\$0	\$750
K-5 (KRS)	Musical Producer/ Assistant Director - split stipend	Fine	Alyssa	\$750	No Step	\$0	\$750
K-5 (TJS)	Musical Producer/Director - split stipend	Ward	Donna	\$750	No Step	\$0	\$750
K-5 (TJS)	Musical Producer/ Assistant Director - split stipend	Spagnuolo	Amanda	\$750	No Step	\$0	\$750
MJS	Musical Assistant Director	Goodstein	Dana	\$1,420	Step 1	\$0	\$1,420
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MADISON PUBLIC SCHOOLS

Madison, New Jersey

Section (type of contract)	Non-Aligned
Location	Board of Education Office
Title	Confidential Secretary to the Business Administrator/School Accountant
Reporting Level	Business Administrator/Board Secretary
Terms of Employment	12 month
Purpose of Position	Overall responsibility for administrative assistance and accounting functions in support of the Business Administrator in the execution of his/her duties
Accountant Responsibilities	<p>A. Maintain overall responsibility and/or support for accounting functions, files, and financial records in coordination with other district staff including but not limited to compilation of data and information, analyze data, and create District, Local, State, County, Federal, and Local Financial Reports:</p> <ol style="list-style-type: none">1. General Fund Accountant (Funds 10, 11, 12, 20, 30, 40, 60)2. Control cash flow for the General Fund3. HS Activity Fund4. Coordination of all data collection, analysis and required documentation including submission of the annual Application of State School Aid (ASSA)5. Coordination of all data collection, analysis and required documentation including submission of the annual Application of Every Student Succeed Acts (ESSA)6. Coordination of all data collection, analysis and required documentation including submission of the Special Education Medicate Initiative (SEMI)7. Preliminary and Final Federal Fund Reports for Non-Public Nursing, Non-Public Technology, Non-Public Textbooks, IDEA, and Chapters 192/1938. Board Secretary's Monthly Reports9. General Ledger Monthly Reports10. Creation of Revenue and Expense code creation and maintenance as necessary11. Provide Accounts Payable functions in the absence of the Accounts Payable Secretary12. Maintain professional and cordial decorum and behavior in all dealings with staff and non-staff13. Other assigned duties by the School Business Administrator <p>B. In coordination with the Business Administrator as lead:</p> <ol style="list-style-type: none">1. Provide financials for ESSA grant carryover reports and ensure alignment with monthly expenditures.2. Debt Service Fund/Bond and Interest Account wire transfers3. Integrated Preschool Programs Tuition Collection4. Athletic Fund including control of cash flow5. Food Service Fund6. Construction Funds7. 10% Expenditure Transfer Reports8. HS Activity Monthly Reports



MADISON PUBLIC SCHOOLS

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9. Private Tuition Payables and Receivables
10. Student Activity Accounts

Secretarial Responsibilities

1. Phone Calls; Maintenance of Confidential Records; Route mail; keep appointment calendar for the BA; Independent preparation of correspondence as requested
2. Maintain office files and records, including but not limited to correspondence, work product & notes of the BA; Board of Education minutes files including but not limited to BA notes and final minutes in hard copy for the audit, electronic copy for searching and posting to the district's website and original work product of the BA from each meeting
3. Assist the BA with preparation of budget materials, includes preparing Excel spreadsheets and other correspondence and/or forms as necessary
4. Compile Packets for Board meetings: Work with Secretary to Superintendent in compiling action reports and putting together information for Board members
5. Prepare Board meeting agendas with input from the Secretary to the Superintendent and other district staff as necessary
6. Prepare and file all non-personnel correspondence regarding Board action after Board meetings
7. Assist and oversee the preparation of the Minutes of Board Meetings and document minutes (continuous numbering) for official minute book as per auditor's requirements by the Assistant Business Administrator
8. Lunch Program - SWERS filing and reimbursement; create and process all Free and Reduced applications and verifications; confirm initial determinations by principals with the BA - instruct school secretaries as needed
9. Provide announcements for Board meetings in accordance with the Open Public Meetings Act requirements as directed by the BA
10. Keep and maintain Board of Education insurance policies; request and maintain a file of certificates of insurance as necessary
11. Assist in and maintain bidding records - compile and initiate bids for the BA
12. Transportation - assist in preparing district's bus routes (regular and Special Education)*
13. Process public/nonpublic education transportation documents (B6ts) including scheduling and DRTRS state report for the BA*
14. Responsible for overall implementation of the district's Use of Facilities program and policy
15. Responsible for overall implementation of the district's Residency program and policy
16. Maintain professional and cordial decorum and behavior in all dealings with staff and non-staff
17. Assist in monitoring of attendance per contract; oversight of staff absences
18. Assist in the QSAC review as necessary
19. Develop and maintain Special Education Placement spreadsheet
20. Assist the Assistant Business Administrator, Administrative Assistant to the Superintendent and other staff as directed by the Business Administrator in fulfillment of their duties
21. Other assigned duties and responsibilities by the School Business Administrator

Qualifications/Certification

- CPA certification preferred
- Familiarity with the following: Public school contract law; knowledge of GAAP; school fund accounting; N.J.A.C. 18A and N.J.S.A. 6A