

## WATCHUNG BOROUGH PUBLIC SCHOOLS

### JOB DESCRIPTION

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**JOB DESCRIPTION:** EXECUTIVE SECRETARY TO BUSINESS ADMINISTRATOR/BOARD SECRETARY PAYROLL COORDINATOR

**REPORTS TO:** BUSINESS ADMINISTRATOR/BOARD SECRETARY

**QUALIFICATIONS:**

1. High school diploma; secretarial and computer training
2. Minimum of three years' experience in central office or school office work
3. Experience with Microsoft Word, Excel and Outlook, and mail merge functions in various programs
4. Knowledge of automated office equipment and excellent secretarial skills
5. Strong analytical, communication, and human relations skills
6. Knowledge of student transportation routing software
7. Ability to maintain confidentiality as required and appropriate
8. Required criminal history background check

**JOB GOAL:** Serves as the Business Administrator's confidential secretary and assists the Business Administrator in selected business functions.

### PERFORMANCE RESPONSIBILITIES:

1. Coordinates annual school election, as required
  - a. Accepts nominating petitions
  - b. Coordinates with Township officials
  - c. Records results on election night and submit to County Office
  - d. Prepares Budget Defeat packages, if necessary
2. Prepares budget information books for Board members and administrators
3. Submits advertisements and notifications to newspapers of Board meetings and Executive Sessions in accordance with Sunshine Law
4. Types, distributes and maintains permanent record of minutes of monthly meetings
5. Assists the Records Custodian with OPRA compliance
6. Assists the Business Administrator with Grant Programs, including applications and submissions
7. Maintains project files
8. Assists with annual audit
9. Notifies/registers Board members for elective/mandatory training
10. Manages the retention of records according to State of New Jersey – Division of Archive & Records
11. Performs routine office functions
12. Assists Accounting Manager with completion of CAFRA Report
13. Performs general secretarial duties for Business Administrator/Board Secretary and Accounting Manager, i.e. word processing, filing, taking phone messages, faxing, e-mailing, phone calls, coordinating appointments, copying, scanning, etc.
14. Produce two contract payrolls per month for nearly 106 employees as well as a supplemental payroll by:
  - a. Interfacing with every building regarding staff changes, including leaves of absence
  - b. Running reports
  - c. Inputting and verifying data on all employees prior to running journals.
  - d. Printing and sorting checks for distribution
  - e. Preparing and mailing agency, garnishment, tax shelters, MONOC, pension, hospitalization and dues checks
  - f. Preparing bank transfers
  - g. Reporting EFT transfers
  - h. Entering FICA into NJDOENET
  - i. Calculating and verifying each voucher individually

15. Prepare Board liability for auditors
16. Verify W2's
17. Prepare for September payroll by verifying all salaries and pension bases to individual contracts, change union dues and verify building rosters
18. Process pension reports for TPAF/PERS, Federal 941, New Jersey UC17 and WR30
19. Manage agency accounts
20. Process mortgage verifications, unemployment forms and pensions loans
21. Research and process pension buy-backs
22. Process new employees' pension, direct deposit, federal and state taxes
23. Assist as needed in the collection and processing of all new employee paperwork
24. Prepare and finalize certification for retirees
25. Manage Summer Savings Program for employees
26. File documents in the personnel files located in the Human Resources Department
27. Maintenance of the personnel files location in the Human Resources Department
28. Prepares bus routes for all students in the district as dictated by Board policy and State law
29. Revises and updates bus schedules to provide a most efficient and economical routing for the school district
30. Monitoring and enforcing all School Board policies including attendance and conduct
31. Maintaining communication with transportation fleet
32. Submits reports/vouchers of all overtime employment in the Transportation Department on a monthly basis on forms provided for that purpose to the Business Administrator
33. Authorizes purchases in accordance with budgetary limitations and the approval of the Business Administrator
34. Maintains safety standards in conformance with State and insurance regulations and develop a program of preventive safety
35. Cooperates with school Principals and others responsible for planning special school trips
36. Answering telephone and processing inquiries, complaints, and other information from the public
37. Scheduling, performing and participating in safety programs, checking bus stops, etc.
38. Acts as liaison with parents for complaints and special requests
39. Conforms with all State laws and regulations regarding school transportation
40. Completes and dispatches insurance reports.
41. Submits all reports required by State authorities.
42. Advises Superintendent or his/her designee on road hazards for decision on school closings during inclement weather
43. Coordinating, scheduling, and posting athletic and field trips, substitutes, and floaters
44. Coordinating, scheduling, and obtaining quotes from outside vendors
45. Processing accident reports, payroll vouchers and invoices
46. Maintain confidentiality in all aspects of the job
47. Any other duties as assigned by the School Business Administrator

Cross-trained in various functions within the Central Office.

Note: All functions are deadline driven.

**TERMS OF**

**EMPLOYMENT:** Salary and work year to be determined by the Board of Education

**EVALUATION:** Performance of this job will be evaluated annually in accordance with the provisions of Board of Education policy on evaluation of non-certified personnel.

**APPROVED:** January 2, 2019