



## NEW JERSEY ASSOCIATION OF SCHOOL ADMINISTRATORS JOB DESCRIPTION

**TITLE:** Business Manager

**REPORTS TO:** Executive Director

### **QUALIFICATIONS:**

1. Experience in management, accounting or finance.
2. Excellent speaking and writing skills.
3. Positive interpersonal skills.
4. Ability to lead staff in planning and decision making.
5. Ability to develop, manage and supervise a multi-million dollar budget.
6. Good organization and time management.
7. Technology skills including the use of spreadsheet and databases and word processing.

**SUPERVISES:** Assistant Business Manager

### **RESPONSIBILITIES:**

1. Supervise Assistant Business Manager in all aspects of her Business Office duties, including billings and collections.
2. Knowledgeable in all areas of accounts payable. Prepare bill lists for approval, and pay all Association bills.
3. Knowledgeable in all areas of accounts receivable. Process all checks received and deposit to appropriate accounts.
4. Maintain all Association bank accounts, including General Operating, Payroll, Legal Defense Fund, Dental/RX/Vision Fund, and Foundation accounts.
5. Prepare all financial reports, including the Association budget, as required by Executive Director, Department Heads, Executive Committee, pension actuaries, insurance agents and auditors.
6. Prepare bi-weekly payroll for NJASA employees.
7. Prepare various reports and accounts for yearly audit.
8. Prepare pension census reports for actuarial consultants.
9. Maintain all Association insurance policies, including Worker's Compensation, D & O Liability, Attorney Liability, General Liability and Fiduciary Liability.

10. Coordinate with Office Manager regarding Human Resources, including health, disability and life insurances for employees.
11. Maintain employee pension, 401(k) and 457(b) contribution accounts.
12. Serve as fiduciary for all retirement plans as noted above.
13. Process and maintain renewals for active, retired and Allied memberships, Research Publications and Professional Development Subscriptions.
14. Maintain memberships, Research Publications and Professional Development Subscription databases in Access.
15. Maintain NJASA active, retired and Allied online membership directories and member website access directory.
16. Process registrations and maintain databases for all Association conferences, including Spring Conference, Techspo, Golf Classic and Summits.
17. Reconcile all district usage of Professional Development Series Subscription.
18. Process confirmations, badges and registration lists for all conferences.
19. Manage on-site registration for all conferences.