

**SOUTH BERGEN JOINTURE COMMISSION
JOB DESCRIPTION**

TITLE: BUSINESS OFFICE ASSISTANT

QUALIFICATIONS:

1. High School Diploma, Bachelor's Degree.
2. Experience or training in typing, data entry on computer, word processing and the use of office equipment.
3. Experience in Microsoft Word, Excel, Google Docs and QuickBooks.
4. Experience in office protocol; including telephone communication, written communication, file maintenance, timely submission of required documents.
5. The Board of Education reserves the right to waive any of the above requirements.

REPORTS TO: Outreach Supervisor/Director of Special Projects, Outreach, and Related Services/School Business Administrator and Superintendent of Schools

PERFORMANCE RESPONSIBILITIES – BUSINESS OFFICE ASSISTANT:

1. Assists in tracking, scheduling and preparing student lists for Outreach, OT/PT/SP and any other services.
2. Assists in preparing and distributing any OT/PT/SP reports contracted for by districts. Sets up and prepares billing for all OT/PT/SP services.
3. Maintains file, logs and records on all billing, vouchers and contract for Outreach services.
4. Assists in the compilation and mailing of any Contracted Service Agreements or monthly billing to participating districts for transportation, tuition, outreach, occupational and physical therapy.
5. Assists in Business office billing functions including invoice processing and maintenance of the district's Accounts Receivables and collections.
6. Processing of correspondence at the direction of the Outreach Supervisor/Director of Special Projects, Outreach, and Related Services , and Business Administrator.
7. Any other duties and responsibilities as assigned by the Outreach Supervisor/Director of Special Projects, Outreach, and Related Services, Business Administrator or Superintendent.

TERMS OF EMPLOYMENT: Eleven (11) month position
Sick Days: Eleven (11)
Vacation: Nine (9)
Holidays: as scheduled on the 12-month calendar.
Salary to be established by the Board.
Other terms as specified in the professional's contract.

JOB DESCRIPTION:
BUSINESS OFFICE ASSISTANT (continued)

EVALUATION: Performance of this job will be evaluated in accordance with the provisions of the Board's policy on evaluation of Administrative, Support Services, Certificated or Non-Certificated Personnel.

ADOPTED BY THE BOARD OF EDUCATION:



Michael Kuchar, Ph.D.
Superintendent