

JOB DESCRIPTION

Title Assistant Business Manager

Qualifications

1. At least three years experience in a business office with knowledge of accounts payable, accounts receivable, payroll and payroll taxes, and GAAP.
2. Computer proficiency with knowledge of Microsoft Access, Microsoft Excel, Microsoft Word, Peachtree Accounting and ADP software.
3. Must be able to work independently, have superior organizational, communication and time management skills.

Reports To Business Manager

Job Goal The Assistant Business Manager is responsible for maintaining all accounts receivable, bad debt collection, maintain and process Professional Growth Plans, process Legal Handbook orders, serve as backup in the absence of the Business Manager and assist with all aspects of the operation of the Business Office.

Performance Responsibilities

Business Office

1. Prepare and send vouchers and invoices.
2. Act as backup to the Business Manager.
3. Assist with budget preparation.
4. Responsible for seeing that all accounts receivable are deposited and posted to Peachtree accounting database.
5. Responsible for bad debt collection.
6. Assist with processing of all membership, Research Publications, and all other renewals.
7. Assist with Conference registration and preparation.
8. Attend Conferences to assist with registration.
9. Respond to phone calls coming into the Business Office.

Professional Growth Plans (PGP)

1. Create and maintain PGP database.
2. Review and update all Plans and Summary.
3. Send letters out regarding status of PGP and Summary.
4. Inform Superintendents with regard to incomplete PGPs.
5. Regular maintenance of PGP files to ensure information is correct and current.
6. Regular requests to Superintendents for Plans and/or Summary.
7. Keep database for Department of Education.

Legal Handbooks

1. Invoice and process all Handbook purchase orders.
2. Enter mailing information into Fed Ex website for shipping and tracking.
3. Package and deliver Handbooks to Fed Ex for mailing.
4. Maintain data related to Handbooks for future reference.

General Office

1. General phone coverage and relief.
2. Open and distribute all daily mail.
3. Assist with the setup and cleanup for NJASA committee meetings.
4. Assist Professional Development Secretary with US Postal mailings.

Perform any other duties above and beyond those set forth herein as assigned by the Executive Director or Office/Membership Services Manager.