

EAST RUTHERFORD BOARD OF EDUCATION

JOB DESCRIPTION

TITLE: **Bookkeeper/Accounts Payable Clerk**

REPORTS TO: **School Business Administrator/Board Secretary**

RESPONSIBILITIES:

To perform bookkeeping and accounting/accounts payable tasks in an efficient and confidential manner to promote the smooth and efficient operation of the district business office; perform those functions in accordance with the NJ Statutes and Regulations (i.e. Title 18A and 6A), board policies, regulations and other procedures, processes and tasks which may be delegated or designated by the School Business Administrator/Board Secretary; must ensure accuracy and timeliness of preliminary and final financial reports and ledgers, spreadsheet analysis, bank reconciliations and other documents provided to administration; respondent to inquiries; requests for data and reports.

QUALIFICATIONS:

1. Bookkeeping and accounting experience preferred.
2. High school graduate, college or secretarial school courses preferred.
3. Knowledge of efficient office procedures and business software including Microsoft Word, Excel, CSI, and Google Applications.
4. Organizational skills and ability to prioritize work load and meet deadlines.
5. Interpersonal and human relations skills; ability to develop good human relationships including establishing and maintaining effective human relationships with employees, as well as, with the general public.
6. Possess qualities of adaptability and versatility; ability to work through interruptions.
7. Report and provide timely and accurate financial reports and information.
8. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.
9. Ability to self-develop in areas of duties and responsibilities.

DUTIES AND RESPONSIBILITIES:

1. Maintains confidentiality as required and appropriate.
2. Understand all of the definitions of all account codes for revenue, expenditures and general ledger to ensure proper classification of all entries.
3. Reconcile all accounts for all funds- revenue, expenditures and general ledger to proper subaccounts and other documentation on a monthly basis.
4. Maintain all documents and enter all entries for the financial records of the district's capital project and food service fund.
5. Provide semi-monthly cash and surplus projections to ensure proper cash flow for the district and to ensure the district is not over spending.
6. Oversee the monthly transfers, identifying the accounts to transfer fund from and to. Ensuring all required approvals from the board and the state are processed in a timely and accurately.
7. Prepare all document packages and analysis for the monthly bank reconciliation.
8. Assist with the development of the district's annual budget.
9. Administer and process all related items to the food service program and student activities financials; including issuing checks, deposits and purchase orders, etc.
10. Assists with researching discrepancies for all accounts financial information.
11. Reviews reconciliations of all quarterly, monthly and yearly required tax related reports and files forms timely.
12. Maintains budgets for all funds in the accounting system for the purpose of ensuring compliance with all state standards.
13. Analyzes transaction data for specific account codes for the purpose of identifying potential budget variances, compiling statistical information, developing standard operating procedures for the district, and conforming to established financial practices and regulatory requirements.
14. Maintains spreadsheets for the purpose of ensuring cash balances are managed, reconciling monthly expenditures, revenues and general ledger balances.
15. Process school district purchase orders, enter invoices, run complete accounts payable process review each voucher package for accuracy.
16. Request proper vendor documentation from as required by state regulations.

17. Requests quotations from vendors and district staff for the purpose of providing cost information, purchasing requirements and securing items.
18. Prepare monthly expenditures, aging reports and list of accounts payable to departments to be included in the monthly bills list for BOE approval.
19. Process A/P monthly checks/ACH payments.
20. Annually prepares 1099's and reporting.
21. Maintain the district's fixed asset inventory.
22. Communicate efficiently with outside vendors and internal staff.
23. Any and all other tasks assigned by the School Business Administrator or Superintendent.

TERMS OF EMPLOYMENT:

Salary, terms and conditions based on experience.

EVALUATION:

Performance of this job will be evaluated in accordance with the provisions of the Board of Education's Policy on evaluation of non-certificated personnel.

APPROVED: June 17, 2021

Legal References:

N.J.S.A. 18A:6-7.1 through- 7.5 Criminal history record
N.J.S.A. 18A:16-1 Officers and employees in general
N.J.S.A. 18A:16-2 Physical examinations; requirements
N.J.S.A. 18A:17-2 Tenure of secretarial and clerical employees
N.J.A.C. 6:3-4A Requirements of physical examinations
Immigration Reform and Control Act of 1986, 8 U.S.C.A. 1100 et seq.